



Open Spaces Committee Terms of Reference

1. Introduction

- 1.1. Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on 15/05/2023 and has recorded the decision under Minute 23/009.
- 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 Committee shall consist of up to **SEVEN** Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2. The Chair and Vice Chair of the Council shall be ex-officio members of the Committee.
- 2.3. The quorum of the Open Spaces Committee will be **THREE** Members.

3. Procedures

- 3.1. The Committee will operate within Pembury Parish Council's Standing Orders and Local Government Law.
- 3.2. The Chair and Vice Chair for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chair and Vice-Chair can be re-elected.
- 3.3. The Committee 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 Committee.

4. Meeting Dates

- 4.1. The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2. The Committee shall meet once every quarter on a Monday at 3:00pm in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ unless otherwise agreed.

5. Committee Functions

The Committee shall:

- 5.1. Review the terms and conditions and charges for pitch hire of Lower Green Recreation Ground and Woodside Playing Fields on an annual basis.
- 5.2. Review the terms and conditions and burial fees for Pembury Burial Ground on an annual basis.
- 5.3. Oversee the management and maintenance of Lower Green Recreation Ground and Woodside Playing Fields to ensure it is in line with Council policy and approved budgets.
- 5.4. Make recommendations to Full Council for making improvements to Lower Green Recreation Ground and Woodside Playing Fields and request necessary budgets from Full Council as required.
- 5.5. Purchase and maintain all vehicles, machinery and tools as required to carry out the management and maintenance of all areas under the Committee's control within approved plans and budgets. Request necessary budgets from Full Council as required.
- 5.6. Make recommendations to Full Council for the development of all the recreation facilities in Lower Green Recreation Grounds and Woodside Playing Fields.
- 5.7. Make recommendations for the drawing up/updating and application of bylaws for relevant Council owned land.
- 5.8. Oversee the management and maintenance of the Council's cemeteries and burial grounds to ensure it is in line with Council policy and approved budgets.
- 5.9. Oversee the management and maintenance of the Village Green, War Memorial, Old Coach Road and other Council owned open spaces in the parish in line with Council policy and approved budgets.
- 5.10. Oversee the management and maintenance of the allotment site in line with Council policy and approved budgets.
- 5.11. Oversee the management and maintenance of trees and hedges on all Council owned land in line with Council policy and approved budgets.
- 5.12. Consider future requirements and request necessary budgets each year for recommendation to Full Council.
- 5.13. Oversee approved projects ensuring they are within approved budgets.
- 5.14. Liaise with local sporting clubs and maintain good working relationships.
- 5.15. Oversee the agreed floral displays in the parish within budget working with the Community Gardening group on joint projects as appropriate.
- 5.16. Oversee litter and waste matters.

6. Delegated Powers to the Clerk

- 6.1. Day to day administration and management of the allotments and cemeteries in line with Council policy and approved budgets.
- 6.2. Day to day management of all of the Council owned open spaces (including allotments and cemeteries), trees and hedges in line with Council policy and approved budgets.
- 6.3. Day to day management of the Council's cemeteries in line with Council policy and approved budgets.
- 6.4. Day to day management of the Council's building, equipment and facilities in line with council policy and approved budgets.
- 6.5. Day to day management of all vehicles, machinery and tools within approved budgets.
- 6.6. Day to day management of floral displays and liaison with the Community Gardening group on current joint projects.
- 6.7. Day to day management of litter and waste matters.