



Eversley Parish Council

Open Spaces Committee Terms of Reference

The Open Spaces Committee is a Standing Committee of Eversley Parish Council, as established by the Council's Standing Orders. These revised Terms of Reference were adopted by a meeting of the Parish Council held on 14 May 2019.

TERMS OF REFERENCE FOR THE OPEN SPACES COMMITTEE

1. **Responsibilities.** The Committee is responsible for:
 - (a) The maintenance of the Parish's Open Spaces as detailed in Appendix A.
 - (b) Considering planning applications that cannot otherwise be addressed timeously by Full Council. In keeping with Full Council, the Open Spaces Committee will consider only those applications which a member or members had asked, before the meeting, to be presented for agreement of a consultee response.
2. **Assets.** To keep under review the Council's assets as part of the Council's Asset Management Strategy as summarised in Appendix B.
3. **Contracts.** The Committee is responsible for the management of the following contracts and to ensure value for money for all work that is carried out under them:
 - a) Grounds Maintenance contract
 - b) Monitor the Litter Picker's contract of employment
4. **Co-ordinate work for:**
 - a) The Payback Team
 - b) The Lengthsman Scheme
5. **Members.** Six Parish Councillors to be appointed annually at the AGM.
6. **Quorum.** The quorum of the Committee shall be three Members.
7. **Voting.** Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.
8. **Meetings.** The Committee will hold at least four meetings a year
9. **Finance.** The Parish Council will allocate an annual budget to the Committee. Any expenditure will be ratified at the following Parish Council Meeting. The Committee shall have a remit to commit/spend up to £5,000 per item from the allocated budget.
10. **Interests.** If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then s/he shall declare such interest as soon as it becomes apparent; disclose the nature and extent of the interest as required. N.B. If a Member who has declared an interest then considers the interest to be prejudicial,

s/he must withdraw from the room during consideration of the agenda item to which the interest relates.

11. **Minutes.** All Minutes shall be open for inspection by any Member of the Parish Council or Public.
12. **Admission of the Public and Press.** The Public and Press may be admitted to all meetings. If required they may be temporarily excluded by means of a special resolution as follows: "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".

Appendix A

1. Cemetery

- a) to keep under review the Burial Ground Rules and Regulations and to recommend changes for adoption by Parish Council
- b) to consider ways in which existing provision can be improved having due regard to the needs of existing and future users
- c) to review the cemetery fees annually
- d) to invite all Councillors to cemetery inspections at least once a year
- e) to carry out the initial hearing on any formal complaint concerning the Cemetery
- f) to recommend to the Parish Council any action required

2. Garden plots

- a) to keep under review the existing Garden Plots
- b) to consider ways in which existing provision can be improved having due regard to the needs of existing and future users
- c) to review the fees for the Garden Plots annually
- d) to invite all Councillors to inspections of the Garden Plots at least once a year
- e) to carry out the initial hearing on any formal complaint concerning the Garden Plots
- f) to recommend to Parish Council any action required

3. Play Areas

- a) to keep under review the existing Play Areas
- b) to consider ways in which existing provision can be improved having due regard to the needs of existing and future users
- c) to invite all Councillors to review Play Area inspections reports at least once a year
- d) to carry out the initial hearing on any formal complaint concerning the Play Areas
- e) to recommend to the Parish Council any action required

4. Rights of Way

- a) to keep under review the existing Rights of Way
- b) to consider ways in which existing provision can be improved having due regard to the needs of existing and future users
- c) to invite all Councillors to review Rights of Way inspections reports at least once a year
- d) to carry out the initial hearing on any formal complaint concerning the Rights of Way

5. Common Land and Pond Area

- a) to keep under review the existing Land
- b) to consider ways in which existing provision can be improved having due regard to the needs of existing and future users

Appendix B:

Council Assets (Guidance only not to replace asset register and land registry)

Cross Green Play Equipment and associated land
Chequers Green Play Equipment and associated land
Centre Green Play Equipment and associated land including Five a Side pitch
Lower Common Play Equipment and associated Woodland land
Up Green (conservation green)
Church Green (conservation green)
The Burial Ground land
Other land owned by, or registered to, the Council.

Bus shelter 1	circa 1970	The Street (by The White Hart)
Bus shelter 2	circa 1995	Reading Road (by lay-by)
Bus shelter 3	circa 1970	Reading Road (by Paul's Field)
Bus shelter 4	circa 1970	Reading Road (by The Chequers)
Seat 1	circa 1980	Reading Road (opposite lay-by)
Seat 3	circa 2001	Centre Green Play Area
Seat 4	circa 1970	Cross Green
Seat 5	circa 2004	Cross Green
Seat 6	circa 2001	Cross Green Play Area
Seat 7	circa 1970	Cross Green Play Area
Seat 8	circa 1970	Cross Green (by cricket pitch)
Seat 9	2015	by Pond area
Oak bench 1	circa 2002	Lower Common Play Area
Oak bench 2	circa 2002	Cross Green
Oak bench 3	circa 2002	Cross Green
Oak bench 4	1937	Church Green
Lynch Gate	1999	Burial Ground
Lynch Gate	2015	Cross Green play area
4 picnic benches	2016	Cross Green
2 new litter bins	2016	Cross Green
4 picnic Benches	2016	Chequers Green
1 new litter bin	2016	Chequers Green Car park
3 picnic benches	2016	Centre Green
1 New litter bin	2016	Centre Green
1 new litter bin	2016	Just outside Centre Green
1 new litter bin	2016	Outside Eversley Village Hall
2 picnic benches	2016	Lower Common Green
1 new litter bin	2016	Lower Common Green
Festoon Lights	2015	In oak tree outside village hall