

TERMS OF REFERENCE FOR THE COUNCIL'S

Open Spaces Working Group

Terms of Reference

Approved December 2018

Updated July 2019

1. Authority

- 1.1. The Open Spaces Group is constituted as a working group to support Sherfield Parish Park Council (SPPC). Its terms of reference are set out as below, as approved by the full Council, and subject to amendment at future Council meetings. Its authority is limited to making recommendations and undertaking actions resolved by the full Council, but all decisions will be made by the full Council. It will therefore not meet in public.
- 1.2. The Group is authorised by the full council to request the attendance of councillors from within the council, employees, contractors or members of the public, if it considers this necessary to discharge its duties.

2. Overall Purpose/Function

- 2.1. The purpose of the working group is to support the SPPC to ensure that the Parish's Open Spaces are maintained to the standards expected by its parishioners, dealing with enquiries for maintenance and improvements, and developing Open Spaces to keep Sherfield Park a pleasant and safe place to live and work in.
- 2.2. The group will make recommendations to the SPPC for consideration and resolution, and will act on the Council's behalf when authorised through resolutions agreed at Council meetings.

3. Duties & Responsibilities

- 3.1. Developing a full understanding of the ownership of all areas of the estate, especially as areas are adopted by the Borough Council from Croudace, and therefore the responsibilities for maintenance of all our open spaces. This includes establishing clearly which areas/duties fall to the Parish Council's responsibility.
- 3.2. Accessing grants, including S106 monies, to fund improvements to the parish's open spaces.
- 3.3. Reviewing and preparing proposals for maintenance or developments in parish open spaces for presentation and adoption by resolution of the full Council.
- 3.4. Working with the Borough Council, County Council and Croudace to ensure the maintenance of:
 - 3.4.1. Roads and pavements
 - 3.4.2. Lighting
 - 3.4.3. Sports fields
 - 3.4.4. Communal Green areas
 - 3.4.5. Balancing ponds
 - 3.4.6. Ponds
 - 3.4.7. Woodlands
 - 3.4.8. Play Areas
 - 3.4.9. Footpaths

3.4.10. Communal Fitness equipment

3.4.11. Bus Shelters

3.4.12. Litter and graffiti control/cleanup

3.5. To maintain a log of requests for maintenance and developments of open spaces in the parish, and supporting the Clerk with referrals to appropriate bodies for their resolution.

3.6. Undertaking any other related activities on behalf of the Parish Council.

4. Membership/Attendance/Quorum

4.1. The core members of the Group shall be as follows:

- At least three councillors agreed by the Council

4.2. The quorum shall be three councillors. Others may attend or be invited to attend for specific topics as required.

5. Frequency and Administration of Meetings

5.1. The Group will agree its own meeting schedule, which will be at a minimum every quarter, including a meeting to inform budget setting.

5.2. The Group will elect its own Chair at the start of the year, and a scribe who will prepare the agenda, circulate the papers and take action notes of the meetings. Agenda and papers will be circulated to the full council, to enable others to attend if they wish. Notes will be circulated within 48 hours of the meeting for approval by the Group, and then circulated to the full council.

5.3. The notes of the meeting shall be verbally reported to the next full Council meeting, with the action notes attached to the minutes for a permanent record. Any recommendations for decisions will be presented to the Council in writing in the usual way.

Approval Date: December 2018

This version approved:

Next review due Date: September 2020