



## **Eversley Parish Council**

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

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

#### **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
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 Annual 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, then 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 the 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	The Street (by The Barn)
Seat 2	circa 1980	Reading Road (opposite lay-by)
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)
Oak bench 2	circa 2002	Cross Green
Oak bench 3	circa 2002	Cross Green
Oak bench 4	1937	Church Green
Memorial Bench	2020	Cross Green
Benches x 2	2022	Cross Green
Litter bins x 8	2016	Various locations
Litter bin	2017	Chequers Green
Litter bins x 2	2020	Chequers Green/Lower Common
Litter bin	2024	Lower Common by the ford
Litter bin	2022	Reading Road (by The Kingsley)
Bench	2016	Cross Green
Picnic benches x 5	2016	Various locations
Picnic benches x 3	2017	Cross Green
Memorial bench	2024	Beside Cross Green Pond
Benches x 3	2024	Chequers Green
Benches x 2	2024	Cross Green
Village signs x 3	2023	Various locations
Village Gates x 3	2023	Various locations
Lynch Gate	1999	Burial Ground
Lynch Gate	2015	Cross Green play area