

OPEN SPACE COMMITTEE

TERMS OF REFERENCE

The Open Space Committee must abide by its Terms of Reference, as far as practicable, having due regard to the best interest of the Parishioners and Charities concerned.

1. The Committee is to meet on occasions set out by the Chairman of Full Council.
2. The Committee is responsible for overseeing the day to day running of all aspects of Open Space responsibility including the charities. The sites are The Triangle, Waltham Chase Recreation Ground, Provene Gardens, Shedfield Recreation Ground, Shirrell Heath Recreation Ground and Allotment Gardens.
3. The Charities Committees, namely Shedfield Recreation Ground and Shirrell Heath Recreation Ground and Allotments set out the policy for their respective areas. The Open Space Committee must abide by those policy decisions.
4. Each year the Committee is responsible for submitting a budget for the precept. This will be done at its 4th meeting of the year.
5. The Committee must always consider “Best Value” when considering quotes for work to be carried out.
6. The Committee’s objective is to proactively monitor and manage the services that it supplies throughout the Parish.
7. The Committee should assist the Clerk in ascertaining a “specification” for quotes to be obtained.
8. The Committee should also assist the Clerk to make sure that the contractors carry out their work efficiently and within the relevant time scales.
9. The Committee should proactively look at the funding available from the Community Infrastructure Levy (CIL) held at Winchester City Council for future projects.
10. The Committee should be aware of future capital expenditure, i.e. approved future projects, plus maintenance as agreed by Full Council.
11. The Committee will verify the accuracy of the register of Open Space assets, acquisitions and disposals on an annual basis. This will be done at its 2nd meeting of the year, reporting all changes to Finance.
12. The Committee will verify the accuracy of the Risk Assessment Register on an annual basis and review its content to ensure all risks are identified and updated as required. This will be done at its 3rd meeting of the year.
13. The Committee should actively seek to get the views of users of the facilities, i.e. allotment, football, cricket and petanque, and any other users.

Shedfield Parish Office, Upper Church Road, Shedfield, Southampton, Hampshire SO32 2JB

Telephone: 01329 830060 Mobile: 07918 623009

Email: clerk@shedfieldparishcouncil.org.uk

www.shedfieldparishcouncil.org.uk

reviewed Open Spaces 23 January 23 and adopted **AGM 22/5/23**

14. The Committee is responsible for looking at all fees to be charged for recommendation to Full Council. This will be done at its 4th meeting of the year.
15. The Committee is responsible for the maintenance of the pavilion apart from the office.
16. The Committee should actively promote all facilities.
17. The Committee should oversee all legal documents and conditions of hire for all activities.
18. The Committee must abide by Health and Safety Policy as laid down by the appropriate National Bodies.
19. The Committee will review its Terms of Reference on an annual basis. This will be done at the 3rd meeting of the year.
20. The Committee will feed into the Strategic Plan for the Parish Council, particularly with regard to the future plans of the Committee. This will be reviewed annually at its 1st meeting of the year.
21. The Committee will review the Memorandum of Agreement between Shedfield Parish Council and Shedfield Recreation Ground Charity on an annual basis to determine if there should be an increase in the rent paid as well as ensuring all other aspects of the agreement are being adhered to.

Shedfield Parish Office, Upper Church Road, Shedfield, Southampton, Hampshire SO32 2JB

Telephone: 01329 830060 Mobile: 07918 623009

Email: clerk@shedfieldparishcouncil.org.uk

www.shedfieldparishcouncil.org.uk

reviewed Open Spaces 23 January 23 and adopted **AGM 22/5/23**