

Open Spaces Committee – Terms of Reference

Rothley Parish Council agreed to adopt these Open Spaces Committee Terms of Reference at its meeting held on 15 February 2016 minute ref 15/258.

Rothley Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

POWER TO DECIDE: No except as specified under ‘undertakings’ below.

POWER TO ACT: Yes, but only on expenditure up to the limit set in the Annual Budget under that heading (£500 maximum)

MEMBERSHIP: no less than 5 members of Council

QUORUM: 3

UNDERTAKINGS:

Cemetery

- a) to keep under review the existing Cemetery building and facilities
- b) to liaise with grounds worker/gardener over maintenance
- c) to consider ways in which existing provision can be improved having due regard to the needs of existing and future users
- d) to review the cemetery fees annually
- e) to carry out the initial hearing on any complaint concerning the Cemetery
- f) to recommend to full Council any action required outside of the Committee’s delegated powers

Play Areas

- a) to keep under review the existing Play Areas
- b) to liaise with grounds maintenance contractor over grass play areas
- c) to consider ways in which existing provision can be improved having due regard to the needs of existing and future users

- d) to undertake health & safety inspections of all playground equipment.
- e) to carry out the initial hearing on any complaint concerning the Play Areas
- f) to recommend to full Council any action required outside of the Committee's delegated powers

Grass areas & verges

- a) to keep under review the existing grass areas:
 - Donkey Field & Bunney's Field (on behalf of The Harry Hames Trust)
 - Mountsorrel Lane Playing Field (on behalf of the Playing Fields trust)
 - Town Green Street Playing Fields (on behalf of Hickling Bartholomew Trust)
 - Fowke Street Playing Fields
 - Saxon Drive Playing Area
 - Town Green
- b) to liaise with grounds maintenance contractor over grass and verge cutting
- c) to consider ways in which existing provision can be improved having due regard to the needs of existing and future users
- d) to recommend to full Council any action required outside of the Committee's delegated powers

Bins

Review the arrangements that RPC has with other councils (LCC & CBC) regarding the provision of grit bins, dog poo bins and waste bins.

Street Furniture

Review the condition and provision of benches, gates, fences and hedges owned by the Parish Council.

Asset Management

To keep under review R.P.C. assets as part of the Council's Asset Management:

- Cemetery Chapel
- The Geoffrey Wood Pavilion (Bowls & Tennis)
- Youth/Sports Cabin on Fowke Street. (Rothley Imps)
- Cemetery
- War Memorial
- Saxon Drive Play Equipment and associated land
- Fowke Street Play Equipment and associated land
- Mountsorrel Lane Play Equipment and associated land
- Bunney's Field land (on behalf of Harry Hames Trust)
- Donkey Field land (on behalf of Harry Hames Trust)
- Town Green Play Equipment and land (on behalf of Hickling Bartholomew Trust)

- Benches, gates, fences and hedges

Reporting

- a) to produce a report, in the form of Committee minutes, for the full Council at least 4 times a year
- b) to report on all aspects of the working of the Committee
- c) to recommend to full Council any increases in Cemetery charges
- d) to inform the Council's budgeting process on likely expenditure requirements for the forthcoming year
- e) to inform the Council's Asset Management Strategy