

# South Brent Parish Council



## **Land and Estates Committee**

Terms of Reference revised by the Parish Council July 2019.

The Open Spaces Committee terms of reference have been produced to clarify the role in which the Committee and members therein are to consider issues and operate as a Committee to South Brent Parish Council.

The following terms of reference provide a wide range of subject matters under 'Open Spaces' and shall not be limited to the listed items as this remit may change.

1. Committee to comprise a minimum of 6 members with a Chairman and Vice Chairman; the quorum shall be half the Committee.
2. Meetings to occur on an average of one per month, excluding the council's normal summer recess, and subject to any matters that may require attention or discussion.
3. Minutes of meetings to be produced and reported at full parish council meetings.
4. It is the purpose of this Committee to consider all matters related to the improvement of pedestrian safety and to reduce traffic speed in the centre of the village; to improve the appearance of the heart of the village and enhance the quality of life of local residents.
5. It is intended that this Committee will have an overview of the following:
  - Sanderspool Play Park, including Memorial Shelter and toilets.
  - The Allotment Field and Vicarage Road Allotment Association.
  - Grass cutting tenders, contract and implementation.
  - Bus shelters in Exeter Road
  - All land in the ownership of the Parish Council, including Wellington Square, Railway Wood and cutting, excluding the Recreation Ground but to liaise with the Recreation Association. Grass verges and any other land that may come into the Councils' ownership.
  - All benches in the Parish, whether owned by the Council or others.

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- Old Station Yard Car Park (leased for 10 years from SHDC)
  - The Toll House
  - The Vehicle Activated Signs (VAS)
  - Stockbridge Lane Toilets.
6. Site visits and inspections of assets to be carried out on an annual basis or where necessary prior to instruction for repair, maintenance and expenditure.
7. This committee will have a delegated limit of £500 to carry out urgent repairs, in consultation with the Clerk, between full Council Meetings. These repairs shall include but not be limited to the following: -
- a. Painting. e.g. in the event of graffiti
  - b. Repair to structures, fences and benches where danger or injury may occur if immediate action is not taken.
  - c. Arborocultural work (except TPO trees), hedge, grass or verge cutting when notice has been received from another body that this requires urgent attention.
  - d. Any other matter that is brought to the committees' attention that may require urgent attention under the above remit.
8. When making decisions consideration will be given to the Climate Change and Biodiversity Emergency declaration.
9. Recommendations will be made to full Parish Council for approval.