

# HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
Tel: 01622 892496 Email: clerk@headcornpc.org.uk



## Open Spaces Committee Terms of Reference

**Date: May 2018**

- 1 Objective:** To improve the quality of life in Headcorn by providing & maintaining local amenities in an efficient & cost effective manner.
- 2 Membership**
  - 2.1 The Committee shall consist of up to **NINE** Councillors appointed at the Annual Meeting of the Parish Council each May
  - 2.2 The Chairman and vice chairman of Headcorn Parish Council will be ex - officio members unless they are committee members.
  - 2.3 The Committee will elect a Chair from Councillor Members at its first meeting after the Annual Meeting of the Parish Council.
  - 2.4 The Quorum for a meeting will be a minimum of three Councillor Members.
- 3 Meetings**
  - 3.1 The Committee meets on a bi-monthly/monthly basis as required on the 3<sup>rd</sup> Monday of the month.
  - 3.2 If a member of the Committee wishes to raise specific agenda items, then details must be forwarded to the Clerk and Chairman of the Committee at a minimum of 5 days prior to the meeting. The Chairman has the final decision on whether it will be placed on the agenda.
  - 3.3 All correspondence shall be conducted through the Clerk of the Parish Council wherever possible. In the absence of the clerk then it should be directed to the Chairman/Deputy of the Committee.
- 4 Rights & Powers**
  - 4.1 The Committee will have limited delegated powers to:
    - Power-to-spend limited to specified amount for individual budget headings subject to Headcorn Parish Council prior approval through the Annual Budget.
    - May make recommendations to the Council for consideration and approval.
  - 4.2 The Committee may appoint
    - Appropriate sub-committee or Working Group(s) members to facilitate the work of the committee unless previously appointed by the Council.
  - 4.3 The Clerk has delegated authority to approve urgent minor expenditure up to £500 within the agreed annual budget
- 5 Responsibilities**
  - 5.1 The Committee is responsible for the production/procurement of written estimates of proposed expenditure by the Committee for the next financial year for submission to Headcorn Parish Council for approval no later than the Council's meeting in December of the current year.
  - 5.2 The Committee's remit extends to the provision and maintenance of:
    - Play Areas – Days Green/Hoggs Bridge Green
    - Maintenance of Open Spaces – Days Green, Hoggs Bridge Green, Parsonage Meadow, Longmeadow, Spires Ash, Traders Car Park.
    - To maintain the burial ground.
    - To agree with Headcorn Allotment Association level of fees & charges for the letting of the allocated allotments at Ulcombe Road.
    - To agree level of fees & charges for the letting of Parsonage Meadow/Days Green/Hoggs Bridge Green if required.

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- To agree level of charges for the Traders Car Park.
- To agree level of fees & charges associated with Headcorn Burial Ground (at the rear of the Methodist Church).
- To maintain the Council owned footway lighting stock.
- To maintain the toilet facilities on Days Green.
- To liaise with outside companies/agencies on amenity issues
- To undertake any other functions as may be required by the Parish Council working with other agencies on the following matters: Trees, Open Spaces, Benches, Dog Fouling, Litter Bins, Allotments, Leisure Facilities, Notice Boards and Signs.
- To promote good quality street scene in all areas within the Parish, and in particular the Conservation area.
- To identify any additional areas of open spaces/facilities, which may require consideration or attention by the Parish Council.

5.3 The committee must ensure that Risk Assessments are completed for all open spaces including play areas

- Weekly inspection of Play Areas by a councillor
- Annual ROSPA assessments for Play Areas
- Regular inspections of Burial Ground by Council employees

## 6 Training

6.1 Members of the Committee are encouraged to attend training courses as appropriate.

7 These terms of reference are to be reviewed annually.

Caroline Carmichael  
16<sup>th</sup> May 2018