

## **Terms of Reference:**

# **Open Spaces Working Group**

### **1. Constitution:**

- a. The [Group/Committee Name] shall consist of five (5) members – the makeup of which shall consist of one (1) member from each ward and the Chairman of the Council who is an ex officio member. Where all members of a ward do not wish to be on the Committee, a member from another ward shall be nominated from the Full council.
- b. The [Committee/Working-Group] Chairman and Vice Chairman shall be elected from the Parish Council members of the '[Group/Committee Name]' at the first meeting following the Annual Statutory Meeting of the Parish Council.
- c. The Parish Clerk or their Deputy may sit on the [Group/Committee Name] ex officio (non-voting) and be responsible for taking the minutes and giving notice of the next meeting. Meetings can be called with a minimum of three (3) days notice. If the Parish Clerk or their Deputy is not in attendance at the meeting, one of the members present will be nominated to take the minutes.
- d. When appropriate, external advisor(s), stakeholders, partners and or electorate representative(s) shall be present.
- e. The quorum shall be three (3) members (not including those debarred by reason of a declared interest). If the meeting fails to be quorate, all decisions to be voted on at that meeting will be referred back to full council unless a quorate meeting of the [Committee/Working-Group] will meet before the full council.
- f. The [Committee/Working-Group] will have authority to deal with matters but will report direct to the council on reserved matters (as listed in section 3: Delegated Powers).
- g. The business of the [Committee/Working-Group] will be conducted in accordance with the Standing Orders of Icklesham Parish Council.
- h. The [Committee/Working-Group] can co-opt no more than three (3) members of the public on to the [Committee/Working-Group]. Co-optees will be selected and deselected by majority vote of the Parish Council Members of the [Committee/Working-Group]. Co-opted members have no voting rights on matters of finance or policy
- i. Working groups may be setup for specific time limited tasks as required. Clear guidelines to be agreed in writing between the [Committee/Working-Group] and the working group. Details to include:
  - i. purpose of working party

# Icklesham Parish Council

## Putting Governance in your hands

---

- ii. time scale for objectives to be achieved
  - iii. membership
  - iv. resources needed and point of contact within the [Committee/Working-Group] for queries between meetings
  - v. risk assessment - copy to be given to working party
- j. The Chairman or in his absence the Vice-Chairman will make a full report at the next Full Council meeting following the meeting of the [Committee/Working-Group].
- k. The [Committee/Working-Group] will recommend a budget (and a three<sup>1</sup> (3) year forecast) to the Full Council for use by the [Group/Committee Name] in pursuance of the objectives of the [Group/Committee Name], provided that any such expenditure is agreed by majority of the Parish Councillors serving on the [Committee/Working-Group] and no single item of expenditure exceeds £250 (unless otherwise delegate by Full Council).

## 2. Objectives:

### a. Allotments

- i. To consider and make decisions on:
  - 1 any matters affecting the allotments with the exception of items clearly excluded under points 3(a) below
    - a. To manage all aspects of allotment allocation
    - b. To work with the allotment tenants and Allotment Association(s) (where they exist) to provide an efficient and well managed service
    - c. Maintaining the waiting list (in strict chronological order)
    - d. Carry out annual site inspections (or more frequently if required)
    - e. Carry out site visits with perspective tenants in order to identify size of plot required.
    - f. To take photographic evidence of the condition of the plot(s) at the start of the tenancy and at any plot inspections. The pictures are to be retained and filed by the Parish Clerk.
    - g. To identify cases where tenancy agreements, policies or rules are not being observed and follow procedure for non-compliance
- ii. to approve or comment on any action taken or reported on by the Clerk in relation to allotments
- iii. recommend any annual increase in allotment tenancy fees to the Full Council

---

<sup>1</sup> As per Financial Regulations 3.1

# Icklesham Parish Council

## Putting Governance in your hands

---

- iv. to consider and make recommendations to the Full Council of the need for extra allotment space and ways to acquire such space

### **b. Open Spaces & Recreation**

- i. To look at all aspects of the use of open space maintained and controlled by Icklesham Parish Council.
- ii. Carry out consultation with users, stakeholder groups that use or are known to be seeking the use of the open space.
- iii. Consider the impact of additional formal sports use on:
  - 1 the use of open spaces by the public
  - 2 the impact on maintenance schedules and the costs, if any
- iv. Consider whether or not to introduce a schedule of charges to offset the cost of maintaining the open spaces and make recommendations to the Full Council.
- v. To consider and make decisions on:
  - 1 approving the use of Open Spaces for all purposes including formal sports for periods not exceeding sixteen (16) weeks
  - 2 any regulations relating to Open Spaces, Sports, Recreation, footpath and rights of way and street furniture.
- vi. To consider and make recommendations to Full Council in respect of:
  - 1 the use of the Open Spaces for all purposes including formal sports for periods not less than sixteen (16) weeks
- vii. To ensure the annual Risk Assessment(s) are carried out in a timely manner and report to the Full Council any Health and Safety risks identified.

### **c. Footpaths**

- i. Icklesham Parish Council is not legally responsible for the footpaths within the Parish boundary but is conscious that resources are limited. As the first point of contact for the local community, the [Group/Committee Name] aims to assist by helping to:
  - 1 act as a contact point for the local community
  - 2 promote accessibility of Parish footpaths for parishioners and visitors
  - 3 promote the improvement and good maintenance of Parish footpaths
  - 4 promote the use of Parish footpaths
  - 5 liaise with the County Council, landowners and other interested parties
  - 6 lobby when work by other parties is required

# Icklesham Parish Council

## Putting Governance in your hands

---

### d. General

- i. To exercise the powers delegated to the [Committee/Working-Group] on behalf of Icklesham Parish Council as set out in Section 3 below.
- ii. To carry out research of the parishioners opinions about the open spaces and recreation facilities that are required for all four (4) wards of the Parish, utilising a variety of measures including (but not limited to) questionnaires and public meetings.
- iii. Analyse the opinions received in order to measure where the greatest demand can be met for the widest possible user needs and desires.
- iv. Investigate costs of any proposal along with potential funding options available, to include grant application(s), Parish Council borrowing to spread the cost over a period of not more than 10 years. Consideration to the effect upon the annual precept must be taken into account.
- v. To consider and make recommendations to the Full Council in respect of appropriate budget provisions for the current year and (and a three<sup>2</sup> (3) year forecast) for items within the committee's remit (no later than December)
  - 1 to include (but not limited to):
    - a. play equipment
    - b. bus shelters
    - c. allotments
- vi. Review existing regulations within the committee's remit (where they exist), ensuring they comply with current legislation.
- vii. Consider whether existing regulations within the committee's remit should be:
  - 1 retained unaltered
  - 2 amended
  - 3 updated
  - 4 incorporated in to a single document
  - 5 revoked
- viii. Produce a timetable for the implementation of decisions and recommendations made by the [Group/Committee Name]. To be included in the chairman's report to the next Full Council meeting following the meeting of the committee.
- ix. All correspondence will be conducted through the Clerk to the Parish Council or the Deputy Clerk in her/his absence.

---

<sup>2</sup> As per Financial Regulations 3.1

# Icklesham Parish Council

## Putting Governance in your hands

---

### 3. Delegated Powers:

#### a. Allotments:

- i. The [Group/Committee Name] has the delegated power to make binding decisions on behalf of the Parish Council concerning the detailed operation and management of the allotments and relationships with individual tenants but **excluding** final decisions on:-
- Rents
  - Deposits
  - Water charges
  - Major improvements or material changes to the site.
  - Situations where a dispute between the [Committee/Working-Group] and a tenant has not been resolved by the [Committee/Working-Group] and the Council's Complaints Policy is initiated.

#### b. Open Spaces and Recreation:

- i. approving the use of Open Spaces for all purposes for periods not exceeding sixteen (16) weeks

#### c. General:

- i. The [Group/Committee Name] has the delegated power to incur expenditure on behalf of the Parish Council on items of a routine and repetitive nature, where the [Committee/Working-Group] has already been provided with the agreed revenue budget, in accordance with Financial Regulations, but excluding any items of capital expenditure. The Clerk's emergency Power of Expenditure may be utilised in emergency situations from a maintenance or health and safety nature.

Adopted by Full Council: 14/9/15 \_\_\_\_\_

Minute Reference: 15/203 \_\_\_\_\_

Review Date: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_