

OPEN SPACES COMMITTEE - TERMS OF REFERENCE

1. Delegation

- 1.1 Stratton St Margaret Parish Council has agreed to adopt the Terms of Reference for the Allotments & Cemeteries Committee at its meeting held on 19th May 2015 and has recorded the decision under minute 009/FC.
- 1.2 Stratton St Margaret Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1 The Committee shall consist of a maximum of FIFTEEN Councillors who shall be appointed each year at the Annual Parish Council Meeting.
- 2.2 The quorum of the Open Spaces Committee will be FIVE members or one third of the current membership.

3. Procedures

- 3.1 The Committee will operate within Stratton St Margaret Parish Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2 At the Annual Parish Council Meeting of Stratton St Margaret Parish Council, the Parish Council shall elect a chairman and vice chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed membership. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will agree the minutes of its meetings at the next appropriate meeting of this committee.
- 3.4 The Committee will submit a budget via the Finance Committee to the Council for the forthcoming financial year at the appropriate meeting in October.
- 3.5 The Parish Clerk or the appointed Officer will provide administrative support for the Committee.

4. Meeting Dates

- 4.1 The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2 The Committee shall meet quarterly on a Tuesday at 7.00pm in the Stratton Suite, Grange Leisure, Grange Drive, Stratton St Margaret, Swindon, SN3 4JY unless otherwise agreed.

5. Committee Functions

The Committee shall:

- 5.1 Set all Cemetery Fees
- 5.2 Oversee the management, maintenance, upkeep and improvement of the Green Road and St Margaret Cemeteries.
- 5.3 Set all the charges and fees relating to the St Philips and White Hart Allotment sites

- 5.4 Oversee the management, maintenance, upkeep and improvement of the two allotment sites
- 5.5 Develop, oversee and promote all projects that relate to the upgrading and improvement of the Allotments & Cemeteries facilities in Stratton St Margaret.
- 5.6 Be responsible for the drawing up, updating and application of bylaws for the Allotments & Cemeteries.
- 5.7 Work in partnership with all the appropriate funding bodies to help to provide, improve and upgrade the facilities in Parish's Open Spaces.
- 5.8 Work in partnership with the Police and Community Officers to help to alleviate anti-social behaviour and vandalism in the Parish's Open Spaces.
- 5.9 Investigate ways of increasing recycling opportunities within the allotment sites and cemetery sites.
- 5.10 Actively promote all the environmental aspects and benefits of the allotments in the Parish.
- 5.11 Set all the charges and fees for the use of outdoor facilities including the football pitches.
- 5.12 Be responsible for the management, maintenance, upkeep and improvement of all the premises used by the Parish Council as stores, workshops and purposes connected with the functions controlled by the Committee.
- 5.13 Develop, oversee and promote all projects that relate to the upgrading and improvement of all recreation and open space facilities in Stratton St Margaret.
- 5.14 Actively support the provision of public art where appropriate within the open spaces of the parish.
- 5.15 Seek to increase the role of Stratton St Margaret Parish Council in the management, maintenance and upkeep of open spaces throughout the Parish via the Local Council Award Scheme.
- 5.16 Proactively support the development of events on open spaces and identify opportunities to hold events run and managed by the Council within its open spaces.
- 5.17 Work in partnership with all the appropriate funding bodies to help to provide, improve and upgrade recreational and open space facilities for the benefit of the Parish.
- 5.18 Be responsible for the development of football and other sporting activities that take place on land under the management of the Committee.
- 5.19 Work in partnership with the Police and community officers to help to alleviate anti-social behaviour and vandalism in open spaces within the Parish.
- 5.20 Investigate ways of increasing recycling opportunities within its parks and open spaces.



- 5.21 Actively promote and encourage sporting and recreation ventures in the Parish and to liaise with all relevant sporting organisations as appropriate.
- 5.22 Actively promote all the environmental aspects, including biodiversity, and benefits of recreational open spaces in the Parish.
- 5.23 Either directly or in partnership provide, maintain and replace street furniture including seating, litter bins and other street furniture as deemed appropriate.
- 5.24 Select from its membership a person or persons to represent Stratton St Margaret Parish Council at appropriate meetings and public enquiries to represent Stratton St Margaret Parish Council's previously agreed views on matters that are the responsibility of the Recreation Committee.
- 5.25 Be responsible for overseeing the Parish Council's Health & Safety Policy in all areas that the Committee manages and controls.
- 5.26 To actively liaise with the relevant departments of Swindon Borough Council in all matters relating to open spaces.