

## **TERMS OF REFERENCE**

Approved by Wouldham Parish Council on \_\_\_\_\_

### **1 OBJECTIVE**

The Open Spaces Working Group is responsible for ensuring the quality and safety of open spaces accessible to the public around the Parish.

### **2. MEMBERSHIP**

- 1.1 The Working Group shall consist of **4** Parish Councillors, who shall be elected each year at the Annual Meeting of the Parish Council.
- 1.2 Quorate: Minimum of 3 members
- 1.3 Existing Working Group members are eligible for re-election.
- 1.4 The Working Group may, at its discretion, invite other Councillors or non-Councillors whose expertise and knowledge will be beneficial to Working Group deliberations.

### **3. AREAS OF RESPONSIBILITY**

- 3.1 The Working Group shall meet, monitor and report on the following:

Recreation Ground - Play and sports equipment, Concrete roundels,

Area behind Medway Inn, CCTV area

Wouldham Common - Fly Tipping, Litter Picking

Naval Green - Maintenance of Furniture.

Village Green - Maintenance of Furniture.

Allotments - Liaise with Allotment Association

Grass Cutting - Ensure contract is adhered to.

To develop, support and monitor Risk Assessments in liaison with H&S

Special Projects: develop and progress any special projects identified in the precept for presentation to Full Council

- 3.2 Obtain quotes for services in accordance with the Parish Council's Financial Regulations.
- 3.3 The Working Group can recommend street furniture repairs within the Parish to the amount of the budget, less monthly payments.
- 3.4 The Working Group can host meetings with other interested parties regarding open spaces around the Parish
- 3.5 All correspondence shall be copied or processed through the Clerk of the Parish Council.

### **4. MEETINGS**

- 4.1. The Working Group will meet as the workload requires, with a minimum of 3 days clear notice.
- 4.2 Minutes of all meetings will be kept by the Working Group and forwarded to the Clerk by the 20<sup>th</sup> of the month