

TERMS OF REFERENCE – OPEN SPACES COMMITTEE

These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

1. COMPOSITION

- 1.1 The Committee shall consist of 9 councillors who will be elected at the Annual Meeting of the Full Council.
- 1.2 The Town Mayor (ex officio) and the Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.
- 1.3 Councillors who are not members of the Committee may attend the meeting, but they may not vote on a decision.

2. CHAIR

- 2.1 The Committee Chair will be elected at the Annual Meeting of the Full Council.
- 2.2 The Chair's period of office is for one year.
- 2.3 The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
- 2.4 The Chair, if present shall Chair the Committee meeting, or in their absence the Vice Chair will Chair the Committee meeting.
- 2.5 In the absence of the Chair and Vice-Chair a vote of committee members will appoint a Chair for that meeting.

3. QUORUM

- 3.1 The Committee shall be subject to a quorum of 4.

4. CONDUCT OF THE MEETING

- 4.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council standing orders and current legislation.

5. AREA OF OPERATIONS

The Committee shall be responsible for the following Town Council functions:

- 5.1 Open spaces owned or managed by the Town Council in the Town and surrounding areas.
- 5.2 Outside facilities such as play areas, skate parks and playing fields and pitches/courts owned or managed by the Town Council.
- 5.3 Outside 'street furniture' owned or managed/facilitated by the Town Council such as benches, bins, bus shelters etc.
- 5.4 Services and projects delivered by the Council in relation to its owned/managed open spaces, such as the cemetery plot maintenance scheme and the operation of the public tennis courts.
- 5.5 Granting of permissions to third parties to use Town Council owned or managed open spaces.
- 5.6 The management of Trees on Council owned land, including maintenance, surveying and determination of planting strategy.

- 5.7 Partnerships with outside bodies that affect or use the owned/managed open spaces, e.g. 'The Holy Mowers', 'In Bloom', Thornbury Roundtable (fireworks), Thornbury Carnival Committee etc.
- 5.8 Overseeing the operations of the Cemetery and closed Churchyard

6. POWERS AND RESPONSIBILITIES

- 6.1 The Committee may authorise expenditure in accordance with the budget and areas of operation approved and agreed by full Council.
- 6.2 Overseeing the management of all aspects of upkeep, regulation, maintenance and administration of the Council's outdoor sites and facilities (excluding buildings).
- 6.3 Making recommendations to Council on any investigation or review into any of the areas of responsibility.
- 6.4 Deciding on requirements of any new signage, street furniture, facilities in Council outdoor spaces.
- 6.5 Ensuring any works carried out on the Council's behalf are completed as specified, or otherwise completed to a satisfactory standard.
- 6.6 To make recommendations for purchase/ maintenance of necessary equipment and vehicles for Town Council operations.
- 6.7 To monitor leases/ licences and byelaws in connection with Council outdoor spaces
- 6.8 To oversee bids to external parties for funds to carry out Council projects in outdoor spaces.
- 6.9 To seek to deliver activities, plans and methods of work that will help to tackle Climate Change and promote ecological benefits.

7. HEALTH AND SAFETY

- 7.1 Monitoring of relevant health and safety inspections (ROSPA, tree surveys, etc) and the implementation of necessary actions.
- 7.2 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Open Spaces Committee remit.

8. ENVIRONMENT

- 8.1 To give due consideration to environmental, conservation and climate change matters in reaching all decisions.
- 8.2 The Open Spaces Committee will take into account, or actively seek advice from the Climate and Nature Committee where appropriate.
- 8.3 The Open Spaces Committee will presume in favour of matters that support the Town Council's priority of tackling the Climate Emergency, unless there clear operational/health and safety contraindicators or risks.

9. EQUALITY AND DIVERSITY

- 9.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Committee.

10. FURTHER INFORMATION

- 10.1 The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies
- 10.2 The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.