

## **RECREATION, OPEN SPACES AND ENVIRONMENT COMMITTEE**

### **Mission Statement**

The Recreation, Open Spaces and Environment Committee is committed to the sensitive and careful management, maintenance and improvement of the town's open spaces, recreation and amenity areas and seeks to conserve the environmental heritage entrusted to the people of Shaftesbury for the benefit of future generations. It gives careful consideration to the strategic plans for the town's recreation, environment and amenities and is mindful of and will discharge its role with due consideration to operate within its budget and be financially accountable.

### **Delegation**

1. Shaftesbury Town Council has agreed to adopt the Recreation, Open Spaces and Environment Committee Terms of Reference at its meeting held on 31<sup>st</sup> May 2016 and has recorded the decision under Minute FC13.
2. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

### **Procedures**

1. The Committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Town Clerk will provide administrative support for Committee meetings.

### **Meetings**

1. The schedule of meetings shall be agreed at the Annual Meeting.
2. The Town Council Recreation, Open Spaces and Environment Committee will aim to meet at least once in each five week cycle of meetings.
3. Additional meetings as may be required.
4. Six Councillors will be members of the Committee. The quorum of the Committee shall be three.
5. There will be a public consultation period at each meeting.

### **Remit**

The Recreation, Open Spaces and Environment Committee has the delegated authority to manage and consider amenity areas and open spaces, play areas,

hedges and trees. The Committee has the delegated authority to manage the revenue budgets allocated to this Committee, to be accountable for any overspends and to make recommendations to the General Management Committee for the allocation of any resultant underspends. The Committee will hold the delegated authority to identify and recommend capital projects for the areas within its remit and to monitor the execution of said capital projects. To ensure Council makes best use of its resources and assets at its disposal in delivering services for and on behalf of the town. The terms of reference for the Committee shall be reconsidered on an annual basis or as needed.

### **Terms of Reference**

1. To manage and enhance all amenity and recreation areas and open spaces within the parish boundary in the ownership of the Town Council and to give consideration to a programme of maintenance to ensure that they are cared for to a high standard, carrying out appropriate risk assessments and health and safety inspections.
2. To develop and manage a rolling programme of improvement and refurbishment of play areas so that they become attractive and safe places catering for all the young people of the town, to include the provision for cycling within this programme.
3. To maintain a high standard of maintenance of the town's gardens in support of tourism and the town's 'In Bloom' efforts.
4. To be responsible for the management and maintenance of trees within the Town Council's ownership and to develop a rolling programme of tree work and planting.
5. To give due regard to the environment and to consider the environmental impact of matters within its remit.
6. To be responsible for managing and determining applications for the hire of Council land.
7. To consider the recommendations of the Tree Group and the Open Spaces Group in the conservation of the open spaces in the town and the promotion of sensitive new planting to sustain the landscape for future generations and to liaise with other interested bodies who can advise on areas within the Committee's remit.
8. To monitor and manage the grass cutting operation - both that provided by DCC and that provided by STC.
9. To oversee the management of the grounds team operation, including the provision of a grounds team hub and the maintenance and purchasing of appropriate equipment.
10. To be responsible for the maintenance and management of the Council's assets for open spaces, including determining applications for memorial benches and trees in consultation with the Shaftesbury Tree Group and Shaftesbury Open Spaces Group.
11. To oversee the necessary Health and Safety inspections, receive reports and undertake actions as necessary.

12. To review and assess the standard and type of services provided by the Committee and the financial resources necessary to sustain them, giving consideration to bookings and charges and making the necessary recommendations for the preparation of the yearly budget.
13. To review and assess the current provision of allotments within the town (with the objective of resolving the problems / issues preventing the adoption and management of an allotment site by an Allotment Association), and, when required to establish new allotments.
14. To ensure the release of appropriate information to the press and the public in a timely manner.
15. To co-opt onto the committee as and when necessary those representatives of significant organisations relevant to the work of the committee (e.g. Shaftesbury Tree Group and Shaftesbury Open Spaces Group) who the committee considers will help it with its decision-making by virtue of their knowledge and experience. Such representatives shall be nominated by the organisations themselves, but the committee shall reserve the right to refuse a nomination on the condition that's its reasons for refusal are publicly stated.
16. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

Adopted 23rd July 2019