



## EMERSONS GREEN TOWN COUNCIL

### TERMS OF REFERENCE

<b>Committee</b>	<b>Open Spaces Committee</b>
<b>Date of review/approval:</b>	TBC – DRAFT
<b>Membership</b>	9 members. The Chair of the Committee will be appointed or re-appointed at the first Committee Meeting after the Annual Meeting of the Town Council.
<b>Quorum</b>	3
<b>Meeting frequency</b>	The Committee will meet every two months on a Tuesday evening.
<b>Secretariat</b>	Normally the Assistant Clerk (Open Spaces)
FUNCTION OF COMMITTEE	DELEGATION OF FUNCTIONS
1. Open Spaces	<ul style="list-style-type: none"> <li>• To consider and arrange appropriate action on all issues concerning Open Spaces and allotments belonging or registered to Emersons Green Town Council, including, but not limited to, surveys, maintenance and improvements.</li> <li>• To arrange maintenance on non-Emersons Green Town Council owned, or rented land, where agreed by Full Council and the landowner.</li> </ul>
2. Trees and plant displays	<ul style="list-style-type: none"> <li>• To appropriately maintain trees on Town Council owned or registered land.</li> <li>• To arrange planting of trees, plants and floral displays on Town Council owned or registered land, or other land with the landowner and Full Council permission.</li> </ul>
3. Allotments	<ul style="list-style-type: none"> <li>• To manage the provision of the Dibden Lane allotments, including ensuring allocation and good utilisation of plots, setting of annual plot rent, maintenance and inspection.</li> </ul>
4. Litter	<ul style="list-style-type: none"> <li>• To adopt and promote a proactive approach to litter problems.</li> <li>• To provide and arrange emptying of litter/dog bins as considered necessary.</li> <li>• To arrange for litter picking by contractors as considered necessary.</li> </ul>
5. Localism	To liaise with the relevant department at South Gloucestershire Council and obtain necessary services.
6. Procurement and contract award	To request and consider quotes and obtain best value contracts with all contractors necessary to meet the needs of the Town Council (in line with procurement provisions of the Emersons Green Town Council Financial Regulations).
7. Street/outdoor furniture	To provide as considered necessary, and maintain, street outdoor furniture, to include, but not limited to: bollards, noticeboards, signage, benches, planters, shelters.
8. Health and Safety	To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Open Spaces remit.
9. Events	To consider requests for hire and/or usage of Emersons Green Town Council land.
10. Environmental	To give due consideration to environmental, conservation and climate matters in reaching all decisions.
11. Equality and Diversity	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.