



01 (e) - Open Spaces Committee – Terms of Reference

Reviewed and amended at Full Council meeting 18/03/2024 minute ref: 23/862

Rothley Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

POWER TO DECIDE: None

- **POWER TO ACT:** Yes, but only on expenditure up to the limit set in the Annual Budget under that heading in conjunction with the Clerk or Chairman of Council or Chairman of the appropriate committee, for any items below £1000.

MEMBERSHIP: no less than 5 members of Council

QUORUM: 3

UNDERTAKINGS:

Cemetery

- a) to keep under review the existing Cemetery building and facilities
- b) to liaise with grounds maintenance contractor / caretaker
- c) to consider ways in which existing provision can be improved having due regard to the needs of existing and future users
- d) to review the cemetery fees annually
- e) to carry out the initial hearing on any complaint concerning the Cemetery
- f) to recommend to full Council any action required outside of the Committee's delegated powers

Play Areas

- a) to keep under review the existing Play Areas
- b) to liaise with grounds maintenance contractor over grass play areas
- c) to consider ways in which existing provision can be improved having due regard to the needs of existing and future users
- d) to ensure health & safety inspections of all playground equipment is carried out following regular inspections by the grounds man.
- e) to carry out the initial hearing on any complaint concerning the Play Areas
- f) to recommend to full Council any action required outside of the Committee's delegated powers

Grass areas & verges

to keep under review the existing grass areas:

- Donkey Field & Bunney's Field (on behalf of The Harry Hames Trust)
- Mountsorrel Lane Playing Field
- Town Green Street Playing Fields (on behalf of Hickling Bartholomew Trust)
- Fowke Street Playing Fields
- Town Green

Wildflower areas

- a) To maintain and increase the opportunities for wildflower sites
- b) To liaise with LCC to seek opportunities to turn small verges into wildflower sites
- c) to liaise with grounds maintenance contractor over grass and verge cutting (when appropriate)
- d) to consider ways in which existing provision can be improved having due regard to the needs of existing and future users
- e) to recommend to full Council any action required outside of the Committee's delegated powers
- f) Liaise with wildflower volunteer group

Bins

Review the arrangements that RPC has with other councils (LCC & CBC) regarding the provision of grit bins, dog poo bins and waste bins.

Street Furniture

Review the condition and provision of benches, gates, fences and hedges owned by the Parish Council.

Asset Management

To keep under review R.P.C. assets as part of the Council's Asset Management:

- Cemetery Chapel
- The Geoffrey Wood Pavilion (Bowls & Tennis)
- Cemetery
- War Memorial
- Fowke Street Play Equipment and associated land
- Mountsorrel Lane Play Equipment and associated land
- Bunney's Field land (on behalf of Harry Hames Trust)
- Donkey Field land (on behalf of Harry Hames Trust)
- Town Green Play Equipment and land (on behalf of Hickling Bartholomew Trust)
- Fowke street off-road cycle track
- Benches, gates, fences and hedges

Reporting

- a) to produce a report, in the form of Committee minutes, for the full Council at least 3 times a year
- b) to report on all aspects of the working of the Committee

- c) to recommend to full Council any increases in Cemetery charges
- d) to inform the Council's budgeting process on likely expenditure requirements for the forthcoming year
- e) to inform the Council's Asset Management Strategy

Christmas Lights Switch On

- a) Organise Annual Christmas Lights Switch on Event. Liaise with all local retailers, Charity and Community Groups to ensure that benefits are for local residents and organisations
- b) Obtain quotation for installation and dismantling of Christmas Lights and apply for S178 license from LCC