



### **Terms of Reference for the Open Spaces Committee**

1. The Open Spaces Committee is constituted as a Standing Committee of Rogate Parish Council.
2. The Committee composition shall comprise of a minimum of four and a maximum of six Councillors elected at the Annual Meeting or at other times of the year as necessary. In addition, the Chair and Vice Chair of the Full Council shall have the opportunity to sit on the Committee and be entitled to vote.
3. The committee shall meet a minimum of 3 times per year, this shall be increased as its workload requires.
4. Three members of the Committee shall constitute a quorum.
5. At the first meeting after the Annual Meeting, the Committee shall elect a Chair and a Vice Chair, or do so after the post is vacated, and shall determine the Committee's timetable of meetings for the council year.
6. The Committee shall review the Terms of Reference of the Open Spaces Committee at the first meeting after the Annual Meeting or when necessary and make appropriate recommendations to Full Council.
7. Voting shall be by a show of hands, or, if at least two members so request, by ballot. Chair of committee shall have a second or casting vote in the case of an equality of votes.
8. The Committee shall:
  - a. Take responsibility for the care, safety and maintenance of properties owned or managed by RPC, and to monitor their suitability and promotion for public enjoyment. This includes:

*Terwick Woodland, Oliver's Piece, Rake Recreation Ground, Fyning Recreation Ground, Play areas at Rogate Village Halle and Hugo Platt.*
  - b. Monitor and report issues as appropriate with footpaths, verges, fencing/stiles etc to ensure they remain usable.
  - c. Monitor and ensure the maintenance of hedgerows and equipment (bins, bus shelters, notice boards, grit bins etc) found on RPC sites.
  - d. Assist the Council on all matters concerning Open Spaces, the land and all that occurs on it, and reporting regularly to full council meetings.
  - e. Liaise with the Woodland Trust over the management of Garbett's Wood.

- f. Assist the Council with the implementation of the Woodland Management Plan.
  - g. Arrange regular inspections and maintenance of playground areas and equipment.
  - h. Winter Emergency Plan, updates as appropriate and circulation.
  - i. Initiate projects to improve the usage of open spaces by villagers and visitors to the South Downs National Park.
9. The Committee shall oversee the submission (in agreement with the Finance Committee) of any application for funding by external bodies and agree any resultant contract or conditions.
10. The Committee shall oversee all legal matters pertaining to any leases, rentals, wavers of Rights of Way and make recommendations to the Full Council.
11. The Chairman of the Open Spaces committee may sometimes be required to access the deeds of Parish land.
12. All external correspondence shall be conducted by the Clerk of the Parish Council and the copied by email to the Chair of the Open Spaces Committee.
13. Agenda and Minutes of all meetings shall be prepared, published, posted and kept by the Clerk and forwarded to all members of the Council.

August 2018