

# CHILBOLTON PARISH COUNCIL

## CHILBOLTON OPEN SPACES COMMITTEE TERMS OF REFERENCE

### Purpose/Role of the committee:

These Terms of Reference (ToR) were agreed at the Chilbolton Annual Parish Meeting on 9 May 2022.

The Chilbolton Open Spaces Committee (COSC) is responsible for all matters associated with the environment and public open spaces within the parish of Chilbolton.. This includes management of all land that is owned or leased by Chilbolton Parish Council; e.g. Chilbolton Cow Common, Memorial playing field, the allotments, village greens and West Down Nature Reserve. The committee is also responsible for the council's input to management of other publicly-owned or managed open spaces e.g. footpaths and other public rights of way. Issues relating to the village drainage systems are the responsibility of the Flood Advisory Group (FAG)

The committee is tasked with ensuring that all open spaces are maintained in favourable condition for biodiversity, and for the safe use and enjoyment by Chilbolton residents and visitors. The committee will promote the overall well-being of the open spaces, and will advise the Parish Council on possible measures that may be needed to maintain or improve them. This advice will include provision of information such as, but not limited to, obligations under a local authority's Biodiversity Duty, the particular obligations arising from the Cow Common's SSSI status, requirements or conditions arising from any current or proposed funding or grant schemes, and costings and consultation results relating to any proposals for work, projects, or funding. The committee's brief includes; e.g. greens, seats, gates, trees (including tree wardening), hedges, community litter-picking events, and provision of general advice to the council on environmental matters.

### Membership and appointment:

At least one serving parish councillor and enough local residents to cover the range of expertise required to perform the wide range of tasks should make the membership of the committee. The parish councillor will be nominated by the Parish Council at the Annual Parish Meeting. Local residents who wish to be on the committee or join a working group for a specific project should apply to the Parish Council or make their wishes known at a COSC meeting. The committee will nominate its Chairman for one year at its first meeting immediately after the parish council's monthly meeting in May when the council's member will be nominated.

### Accountability:

A report of any committee meetings will be presented at the next parish council meeting by the Chairman of the committee.

### Working Methods:

Meetings will be held at least quarterly, but may be held more frequently if needed. The Chairman of the committee will be responsible for calling meetings, giving all members at least 7 days' notice. At least three members of the committee must be present at a meeting in order for the meeting to be quorate. Meetings will be held in a location chosen by the committee. Minutes of the meeting shall be recorded and kept by the chairman of the committee and circulated to those members within seven days of the meeting. As per the parish council's financial regulations the committee

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shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of November each year.

#### **Review:**

The committee and parish council shall review the relevance and value of the committees work and terms of reference annually.

#### **Code of Conduct etc:**

Non-councillor members of the working party are subject to the Code of Conduct adopted by the parish council. They are required to comply with the council's Standing Orders and Financial Regulations and they must register any declarations of Pecuniary Interests.

#### **Variation:**

These Terms of Reference may be varied by majority vote of the parish council.