

Name of Committee	Open Spaces
Membership	Cllr Caroline Hubbard, Cllr Trevor Jakeman (Chair), Cllr Sue Robinson, Cllr Caroline Smith, Cllr Esther Taylor, Cllr Bobbie Torkington, Cllr Clive White.
Purpose of the Committee	• To oversee and manage the Recreation Ground, Allotments and other designated open spaces within the village. • To protect the natural beauty and develop the Recreation Ground in accordance with the diverse needs of residents and to provide access to recreation in a safe space for all ages and abilities. • To ensure the continued provision of allotments for residents • To ensure the needs of allotment tenants are met and that the allotments are managed efficiently. • To effectively manage any other designated open spaces within the village.
Terms of Reference	The committee will effectively manage the Recreation Ground, in particular; 1. Equipment maintenance and renewal - Ensure equipment is well maintained and meets British Safety Standards. - Ensure Safety inspections are carried out regularly and the recommendations acted upon. - Ensure equipment is renewed when required, to meet local needs. 2. Ground Maintenance - Ensure the grounds and plant life within the recreation ground are regularly maintained. - Ensure the drainage within the recreation ground is effective and carry out any remedial works. - Trees; to arrange for an annual tree inspection to be carried out and act upon recommendations thereof. 3. Improvement Planning - To continue to monitor the landscape and equipment provided and ensure it meets local needs. 4. Work effectively with outside agencies in conjunction with the Clerk. The committee will effectively manage the Allotments, in particular; 1. Ground Maintenance; - Ensure central pathways, hedges and ditches are regularly cut back and maintained. - Ensure installed drainage remains effective with maintenance as required. 2. Ensure services supplied are in good order and well maintained. 3. Ensure that the Committee meets its obligations as stated in the Allotment Tenancy Agreement 4. Tenancy Agreements will be reviewed on an annual basis and changes made if necessary. 5. Fees will be reviewed on an annual basis and any change in fees will be advised to allotment holders in the current year, for collection the following year. 6. Oversight of any allotment working party, to ensure that works carried out are in accordance with the terms of reference. 7. To ensure plots are offered to residents of Ashurst and Colbury first before being offered outside the parish. 8. To work with the Allotments Holders Representative to ensure allotment holder's needs are met and to agree tasks for the working party.
Delegated Powers	The committee is authorised to make decisions on behalf of Ashurst & Colbury Parish Council regarding all aspects in the Terms of Reference, subject to those that have been outlined in the referred business section.
Referred Business	The committee will report for decision making powers, to the full Parish Council on the following matters: - To make observations/comments/recommendations on the budget requirements with associated forecasts. - To consider and make recommendation to full council on any expenditure outside of budget allocation. - To the matter of fees; should declarations of interest mean that the committee is inquorate, the decision to adjust tenant's fees will be referred to full council. - Any other matter that is deemed significant enough for the attention of the Full Council.
Quorum	3 members of the committee and the Clerk
Frequency of Meetings	Every 8 weeks
Review	The requirement for the committee, its Membership and Terms of Reference will be reviewed annually around the time of the Annual Parish Council Meeting.