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The Common

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CHIPPERFIELD PARISH COUNCIL

Open Space Working Group

1.0 Authority

1.1. The Open Spaces Group is constituted as a working group to support Chipperfield Parish Council (CPC). Its terms of reference are set out as below, as approved by the full Council, and subject to amendment at future Council meetings. Its authority is limited to making recommendations and undertaking actions resolved by the full Council, but all decisions will be made by the full Council. It will therefore not meet in public.

1.2. The Group is authorised by the full council to request the attendance of councillors from within the council, employees, contractors, or members of the public, if it considers this necessary to discharge its duties.

2. Overall Purpose/Function

2.1. The purpose of the working group is to support the CPC to ensure that the Parish's Open Spaces are maintained to the standards expected by its parishioners, dealing with enquiries for maintenance and improvements, and developing Open Spaces to keep a pleasant and safe place to live and work in.

2.2. The group will make recommendations to the CPC for consideration and resolution and will act on the Council's behalf when authorised through resolutions agreed at Council meetings.

3. Duties & Responsibilities

3.1. Developing a full understanding of the ownership of all areas of the parish, and therefore the responsibilities for maintenance of all our open spaces. This includes establishing clearly which areas/duties fall to the Parish Council's responsibility. The group should be aware of the content and responsibilities within the common joint management plan and revert to CPC should they think DBC are not fulfilling their responsibilities. Whilst being aware that certain areas are adopted by the Borough Council

3.2. Accessing grants, including S106 monies (CiL) to fund improvements to the parish's open spaces.

3.3. Reviewing and preparing proposals for maintenance or developments in parish open spaces for presentation and adoption by resolution of the full Council.

3.4. Working with the Borough Council and County Council to ensure the maintenance of:

- Access to Open Space
- Recreation Ground(s)

- Footpaths and Bus Shelters

3.5. To maintain a log of requests for maintenance and developments of open spaces in the parish and supporting the Clerk with referrals to appropriate bodies for their resolution.

3.6. Undertaking any other related activities on behalf of the Parish Council.

4. Membership/Attendance/Quorum

4.1. The core members of the Group shall be as follows: Carly-Anne Heaphy and Luke Hinton

4.2. There is no quorum requirement, but all recommendations shall be referred to full council for any decision.

5. Frequency and Administration of Meetings

5.1. No formal meeting of the group are planned The Group will agree its own meeting schedule if required and will inform the parish clerk of any outcomes.

5.2. The notes of the meeting shall be verbally reported to the next full Council meeting, with the action notes attached to the minutes for a permanent record. Any recommendations for decisions will be presented to the Council in writing in the usual way.