

TERMS OF REFERENCE

1. **STANDING COMMITTEE:** Parks and Open Spaces
2. **POWER TO DECIDE:** The Parks and Open Spaces and Climate Change Committee is a committee of, and shall operate within, the Standing Orders adopted by East Hunsbury Parish Council. This is a Standing Committee with delegated powers to decide.
3. **POWER TO SPEND:** In accordance with allocated Parks and Open Spaces budget, the Climate Change budget, and the adopted Financial Regulations of the Parish Council. This Committee is responsible for setting the budget for Parks and Open Spaces and Climate Change and submitting to full council for inclusion in the budget process.
4. **MEMBERS:** There will be a minimum of 4 members.
5. **QUORUM: 3**
Membership of the committee will be decided at the Annual Meeting of the Parish Council (or next appropriate meeting of the Council). Co-opted councillors will be given the opportunity to join the committee within a reasonable time of joining the council.
6. **CHAIR:** The Chairman is elected by the Committee as the first order of business on the first Committee meeting after the Annual Meeting of the Parish Council.
7. **MEETINGS:** At least three meetings per year and at other times as considered necessary by the Chairman.
8. **DELEGATED RESPONSIBILITIES:**
 - It is the responsibility of the Chairman to provide a brief summary report of the meeting to the next Full Council meeting if required.
 - If a Councillor is present at a Committee Meeting that they are not a committee member of, the Chairman may invite them to join in a discussion on an agenda item but cannot vote.
 - Community representatives can form part of the committee if required but have no entitlement to vote.
 - Public shall be permitted to attend a meeting of this Committee, but there is no public session and members of the public will not be permitted to participate.
 - Sub-committees or working groups can be agreed for specific purposes.

Parks and Open Spaces

- To develop a 5 year plan for the parks and open spaces to ensure that all the council's parks and open spaces are managed effectively to provide a pleasant and safe environment for residents and visitors.
- To work with other agencies to ensure that the parks and open spaces are managed to encourage and enhance wildlife and ecology.
- To oversee management of the council's parks and open spaces and work with West Northants Council and their contractor (idVerde) to develop a management plan for grass cutting and other works.
- Development of the formulation and implementation of plans to guide their future management and the recommendation and monitoring of budgets.
- Management of assets within the parks and open spaces including paths, play equipment and street furniture, and develop effective management of risk (including checks and maintenance).
- To encourage engagement with the community, interest groups and external bodies, to assist in the conservation and enhancement of parks and open spaces.
- To assist with setting up and recruitment of volunteers to "Friends of the Parks" groups.
- To work with the Environment Agency and West Northants Council to develop a strategy to mitigate flood risk, develop an Emergency Plan and liaise with Flood Wardens.
- To liaise with the Parish Path Wardens and Rights of Way Officer.
- To work with the Police and West Northants Council (where appropriate) to address issues that may occur in the parks and open spaces, including dog fouling, littering and antisocial behaviour.
- To develop effective policies to manage unauthorised environmental works in the parks and open spaces.
- To develop effective policies to manage encroachment into parks and open spaces or "land grab" incidents.
- To develop effective policies for trees in the parks, including regular tree surveys and risk assessments and ensuring action to mitigate risk. To develop policies for residents where trees are within 1 metre of a property boundary. To consider a tree planting plan.
- To ensure effective policies for illegal entry, camping and dealing with left waste, and develop good relationships with the Northamptonshire Traveller Unit who manage gypsy and traveller related issues across Northamptonshire.

- To ensure adequate insurance is in place.

Climate Change

- To develop effective policies relating to council procurement and sustainability, including using green energy sources and environmentally friendly products.
- To work with West Northants Council and other agencies to develop policies to help the council and residents to reduce waste and recycle as much as possible.
- To develop effective policies relating to use of council resources.
- Develop green transport plans - working with West Northants Council and other agencies to promote walking and cycling to residents and visitors, and safe routes to school.
- To work with West Northants Council and other agencies to investigate ways to reduce and prevent pollution.
- To work with other parish and town councils, and West Northants Council, on initiatives to encourage environmental change.
- Carry out energy efficiency audits of council owned buildings and property.
- To encourage and enhance wildlife and ecology in the parish.
- To develop effective policies in relation to tree maintenance and tree planting.
- To develop effective policies for the protection of natural resources.
- To work with the Environment Agency and West Northants Council to develop a strategy to mitigate flood risk, develop an Emergency Plan, and encourage resilience in residents.