

Terms of reference: Open Spaces Working Group

Adopted on: 19th May 2026

Adopted at: Annual Meeting of the Council 2026

Last reviewed: 19th May 2026

Open Spaces Working Group

Purpose:

To manage the day to day administration of the villages Open Spaces and make recommendations for development to the Parish Council.

Scope:

To manage day to day maintenance and administration of the following areas, working with owners and partners as necessary:

- Oxleaze Woods
- St Julian's Woods
- Oak Tree Corner
- Land off The Orchard
- The Village Garden (War Memorial area)
- Village verges and green space (Not including the Recreation Ground)
- Permissive footpaths at Sevor Solar Farm
- Nightingale Woods (via Forestry Commission)

To make recommendations for byelaws as required for the management of these areas, where necessary and possible.

To make recommendations for contract changes where required, for approval at Full Council.

To make requests for spend to Full Council where required, unless using a previously delegated project budget.

To manage and direct the work of the village 'lengthsman' as appropriate.

Authority:

Appointment of Committees: Section 102(4) of LGA 1972

Provide and maintain land for public recreation: Public Health Act 1875, s. 164

Provide and maintain open spaces: Open Spaces Act 1906, s9-10

To make byelaws: Open Spaces Act 1906, s15

Membership:

Mixed membership. Councillors appointed via nomination from the Parish Council with a minimum of 2 members, no maximum.

- Barry Thunder - Councillor
- Andy Carter – Councillor
- Matt Vallender – Parish and Ward Councillor
- Lionel Cave-Ayland – Resident (SBC footpath liaison)

While not a member the Clerk may be called on to attend if required.

Meeting arrangements

The Working Group are not required to hold meetings unless they feel it necessary. Summary report of Working Group activity and recommendations to be submitted to the Parish Council for approval where needed.

Reporting

The Working Group will present their recommendations to the Parish Council at the Parish Council Meeting as informed by the Clerk.

Resources and budget

Any expenditure under the Consumables (7220) nominal code can be made without prior PC approval. However, expenditure can only be approved by agreement of two of the following – Councillor, Chair of the Working Group or Clerk.

All expenditure under other nominal codes can only be made with prior PC approval unless deemed an emergency and the Chair/Clerk's delegated spending power is used.

Deliverables

Monthly report to Full Council as well as effective maintenance of areas within scope.

Asset register

To check any equipment or items used by the group and held on the asset register yearly (usually February) and review value in coordination with the Clerk. To inform the Clerk of any changes to such equipment or insurance requirements during the year.

Safeguarding

Organisers of events and activities should ensure that there is more than one adult present during such events and that there is no inappropriate one-to-one contact between adults and children. Parents or guardians should be encouraged to attend and be present at any event.

Those Councillors, staff members and volunteers involved in such events should take care not to place themselves in a vulnerable position with a child or vulnerable adult. Contact with individual children should be in view of other adults where possible.

Review

Annual Meeting of the Council (May)