



**SWANMORE PARISH COUNCIL**  
**TERMS OF REFERENCE**  
**OPEN SPACES & AMENITIES COMMITTEE**

Membership shall be five members of the Parish Council  
Quorum shall be three members of the committee

The Open Spaces and Amenities committee shall meet monthly on a Tuesday.

Members are expected to prepare for every meeting and consider each item on the agenda sufficiently enough to form an opinion on any matters requiring a decision.

**Recreation and play areas**

1. To be responsible for the administration and maintenance of all the recreation and play areas and their equipment under the management of Swanmore Parish Council.
2. To plan and provide cost estimates of any improvements, alterations or repairs which are required to maintain and improve the facilities in the above. To plan and provide cost estimates for future recreation requirements.
3. To include any requests for the use of CIL and Section 106 funding in the Swanmore Parish Council four year plan when funds are available, the requests to be included in the budget for the financial year.
4. To provide by mid-October each year an estimate of the funds required in the following financial year to carry out the responsibilities listed above. These estimates are to be in sufficient detail to permit close detailed examination by the Finance Committee and subsequently by the Parish Council.
5. To authorise expenditure without prior reference to the full Council on items which fall within the Committee's area of responsibility and within its approved budget. Such expenditure is to be reported specifically at the next Council Meeting.
6. To review, update and monitor delivery of the four year Plan in March (text changes) and October (budget purposes).

**Amenities**

- a) To be responsible for the upkeep of all open spaces and amenity areas under the management of Swanmore Parish Council.
- b) To plan and provide cost estimates of any improvements, alterations or repairs which are required to maintain and improve these facilities.
- c) To provide and maintain, adjacent to the highways, any bus shelters or seats which are necessary for the convenience of parishioners.
- d) To authorise expenditure without prior reference to the full Council on items within the Committee's area of responsibility and within its approved budget, such expenditure to be reported specifically at the next committee meeting.

**Footpaths**

- a) To keep a map of all the footpaths in the Parish and to ensure that these footpaths are regularly surveyed.
- b) To ensure that any problems caused by damage to stiles, bridge, pointers or the surface of the footpaths is repaired or reported to the appropriate authority. Any blockage of footpaths is to be reported immediately to the relevant authority.
- c) To provide cost estimates of proposed future expenditure for consideration by this committee.



### **Village Centre Car Park**

- a) The Car Park Management Committee is a subcommittee of the Open Spaces and Amenities Committee of Swanmore Parish Council.
- b) Under the terms of the Car Park lease, the Chairman of the Management Committee is a member of the Open Spaces and Amenities Committee of the Parish Council.
- c) The Committee is responsible for monitoring the terms and conditions of use for the car park.
- d) The committee will meet three times a year to oversee the maintenance and running of the Car Park or as necessary for any particular issue.
- e) The committee will be required to set a budget for the following year each September for inclusion by the Open Spaces and Amenities committee in its annual budget setting process.
- f) Parish Council staff will undertake the administration of the Car Park.

### **Representation on other interest groups**

Nominated members of the Open Spaces and Amenities Committee shall represent Swanmore Parish Council on the Swanmore Conservation Group committee, and the Village Fete / Carnival Committee. The members shall only represent the views of the Parish Council and submit full written reports after each meeting for inclusion with the agenda to the Open Spaces and Amenities committee. Any recommendations need to be referred to the Open Spaces and Amenities committee or the full Parish Council as appropriate before the member is permitted to pass on any views or decisions on behalf of the Council.