

NMTC Parks, Open Spaces, and Events Committee Terms of Reference



1. Purpose

To consider and make recommendations to the Town Council in relation to Parks, Open Spaces, and organising, managing, and supporting public events.

2. Membership

- The Committee shall consist of at least three Town Councillors appointed by the Town Council.
- Non-Councillor members with relevant expertise or interest may be co-opted in an advisory capacity, subject to Town Council approval.
- The Chair and Vice-Chair of the Committee shall be appointed at the Town Council's Annual Meeting.
- The quorum for meetings shall be three councillor members.

3. Responsibilities

The committee will be responsible for:

Strategy

- *To develop a 5-year plan in line with the Council's Open Spaces Strategy 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 consult with the community regarding these plans, in line with the Town Council's Communications Strategy.*
- *To develop a Biodiversity Duty for the Town Council in consultation with community groups*
- *To encourage engagement with the community, interest groups and external bodies, to assist in the maintenance and enhancement of parks and open spaces*
- *To draft, implement, review, monitor and revise all documents relating to the management of all open spaces in conjunction with the clerk, and recommend any changes to full council*

Management

- *To manage assets within the parks and open spaces including paths, play equipment and street furniture etc. and NMTC managed bus*

stops and telephone boxes and to develop effective management of risk including checks and maintenance to ensure that required standards are being maintained

- To develop effective policies for trees in the Town Council's parks and open spaces, including regular tree surveys and risk assessments and ensuring action to mitigate risk. To identify the circumstances where the Town Council will and will not undertake works to trees on Town Council land. To consider a tree planting plan.*
- To liaise with the DCC Rights of Way Officer*
- 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 ensure effective policies for illegal entry, camping and dealing with left waste*
- To ensure adequate insurance is in place*
- To investigate, manage and deliver any special projects agreed by the Council and delegated to the Committee, in accordance with the Council's requirements*
- To work with the Police and other relevant bodies (where appropriate) to address issues that may occur in the parks and open spaces, including dog fouling, littering and antisocial behaviour.*

Finance and Purchasing

- To explore funding options to support projects relating to parks and open spaces.*
- To consider and make recommendations on the need for new equipment, services (bins etc), street furniture and any other items which the Committee deem to be beneficial to the maintenance and management of each area*

Biodiversity Duty and Climate Emergency

- The POSE Committee has an important role in examining closely how its recommendations and actions can ensure that its Biodiversity Duty and Climate Emergency Declaration is properly considered, not least in such matters as planting, street furniture and land use*
- To review parks and open spaces, and make recommendations on appropriate recovery actions, which balance with climate and biodiversity considerations and relevant policies and procedures, including the Open Spaces Strategy*
- To work with other agencies, groups and the community to ensure that the parks and open spaces are managed to encourage and enhance wildlife and ecology*

- *To develop effective policies relating to council procurement and sustainability, including using green energy sources and environmentally friendly products*
- *Develop green transport plans - working with High Peak Borough Council and Derbyshire County Council and other agencies to promote walking and cycling to residents and visitors*
- *To work with other agencies to investigate ways to reduce and prevent pollution for example in rivers, ponds and other water bodies*
- *To work with other parish and town councils, HPBC and DCC on initiatives to encourage environmental change*
- *To encourage and enhance wildlife and ecology in the town*

4. Meetings

- The Committee shall meet when summoned, and will report its recommendations to the next available Town Council meeting.
- Committee meetings will be open to the public and involve and encourage public participation in discussions
- Minutes of all meetings shall be recorded and submitted to the Town Council to note.
- The Committee shall operate transparently, encouraging community input where appropriate.

5. Authority & Reporting

- All recommendations and proposals must be approved by the Town Council before implementation.
- Any financial matters must be referred to the Town Council for consideration and approval.

6. Review

- These Terms of Reference shall be reviewed annually at the Town Council's Annual Meeting and amended as necessary.

7. Dissolution

- The committee can be dissolved by a vote of Councillors at a Town Council meeting.