

TERMS OF REFERENCE

Recreation Grounds, Public Lands and Lighting Committee

MEET – Second Wednesday, monthly

CONSTITUTION – Ten members, and one half of its Members shall constitute a quorum (five)

All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

The Recreation Grounds, Public Lands and Lighting Committee has delegated authority (Local Government Act 1972 S101) to:

- Resolve actions incurring expenditure within its budget.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Establishment Committee.
- Conduct a half yearly appraisal of the budgets based on September figures.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- Prepare and maintain a grass cutting schedule.
- Review the job specification and contract for the handyman and landscape contractors, relevant to this committee.
- Arrange repairs and maintenance of the Hitchin Road Recreation Ground, Riverside Playing Fields, Greenacre Park, Arlesey Road Recreation Ground, Multi Use Games Areas, The Green, Pix Brook Play Area, Prince Charles Avenue Play Area and open space (once adopted), associated play equipment, the public conveniences and car park at Brook Street/High Street, and public conveniences at Arlesey Road Recreation Ground.
- Liaise with and support the local environmental group, Teasel, particularly with their support work on Town Council open space, including Centenary Wood.
- Maintain and improve landscape throughout the town.
- Maintain and manage trees on Town Council owned land, according to the council's adopted Tree Management Policy.
- Monitor and protect the footpath and bridleway network within the town.
- Arrange spraying of foreign growth on footpaths as designated by the committee.
- Have overall responsibility for Town Council owned sporting facilities and public open spaces.
- Management, control and development of all playing fields, sports grounds, open spaces, play areas, skate parks and other leisure and recreational facilities.
- Review and set charges and lease rents.
- Responsibility for the leases relating to Town Council owned land and their review, as required.
- Management of Town Council owned allotments.
- Management of Common Road Allotments on behalf of the Eleemosynary Charity of William Field.

- Liaise with Central Bedfordshire Council on matters relating to improvements on roadways, footways, footpaths, car parking and drains within the town.
- Provision and maintenance of litter bins, bus shelters and seats within the town.
- Responsibility for the maintenance and supply of Stotfold Town Council owned street lighting.
- To liaise with Central Beds Council for the repair and upkeep of all lighting columns within the town, owned by them.
- Responsibility for the street lighting maintenance contract and tenders on a six-yearly basis.
- Maintenance of flowerbeds, tubs, troughs and any other areas held by the Council on lease or licence.
- Maintain a rolling programme of maintenance and major projects.
- To review job specification and contract for MUGA caretakers.
- To review and determine MUGA caretaker salaries within committee budgets.
- In all considerations and actions, follow the Council's adopted corporate strategic plan.
- To ensure that the Town Council complies with health and safety regulations.
- Review all documents pertaining to this Committee.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to take action on relevant matters.

Reviewed February 2021

