

Harwell Parish Council
Lands Committee Terms of Reference
Agreed 9 June 2015.
AMENDED DRAFT FOR APPROVAL JUNE 2019

KEY: yellow highlights & strikethrough – remove text, green font – add text

1. The Lands Committee is a Standing Committee established under Section 4 of the Harwell Parish Council 2014 Standing Orders.
2. At the Annual Meeting of the Parish Council Councillors at least four councillors will be appointed to the committee. The Committee may invite other Council or non-Council members to attend all or part of a meeting, but they shall not be entitled to vote.
3. The Chairman of the Parish Council shall be an ex-officio member of the committee.
4. Members of the Committee shall agree on a Chairman ~~and a Vice-Chairman~~ at the first meeting following the Annual Parish Council Meeting, or if the posts falls vacant. If no agreement is reached, the Chairman of the Parish Council shall act as Chairman of the Committee. If the Chairman is absent, ~~the Vice-Chairman~~ another councillor will chair the meeting.
5. To enable a meeting to proceed and recommendations to be agreed at least three Councillors must be present.
6. The Committee shall normally meet on the fourth Tuesday of a month at 7.30pm. The Chairman can call additional meetings of the Committee. At least three working days' notice shall be given of any meeting.
7. Meetings will be conducted under the full Harwell Parish Council 2014 Standing Orders, and members of the public will be welcome to attend and speak during an open forum session to be held at the start of each meeting.
8. The Proper Officer of the Council (the Clerk), shall provide administrative support for the Committee.
9. The Clerk will prepare the agenda for each meeting. If the Clerk is not present at a meeting, a Councillor will note the agreements, conclusions and recommendations made by the committee on a copy of the agenda, and the Chair of the meeting will sign those notes at the end of the meeting.
10. The Clerk will add recommendations from the Committee to the agenda of the next Full Council Meeting.
11. The Committee, liaising with the Clerk, and referring to the Lands Management Plan, will provide advice and recommendations to the Parish Council on all land which belongs to the Parish Council, or is the responsibility of the Parish Council, including:
 - a) All play areas
 - b) The allotments
 - c) All lands leased out - Freeman Orchard, the Tennis Club, the British Legion, the Bowls Club
 - d) The Cemetery
 - e) The Recreation Ground and Pavilion
 - f) The Churchyard
 - g) Recommending of rents and fees (Allotments, Cemetery, Pitches, Pavilion and special events)
 - h) Ensuring that a safety check of play area equipment is carried out once a month by a councillor alongside weekly checks by grounds staff

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- i) Pitch management and usage
 - j) Grass cutting (frequency and timing)
 - k) General grounds maintenance, improvements and equipment
 - l) Shrub & tree planting
 - m) Parish office and IT equipment & strategy
 - n) Parish Council website unless a Website Committee is in being
 - o) Ecology and wildlife issues
 - p) Access
 - q) Litter and dog fouling measures
 - r) Seating & Signage
 - s) Promotions and events
 - t) Health & safety issues
 - u) Footpaths
 - v) Byelaws
 - w) Risk Assessment, and monitoring the appropriate sections of the Risk Register
12. The Committee will review all Lands related policies at least once a year prior to the Annual Meeting of the Parish Council, making recommendations for any updates and changes.

Rights of Way

- 13. The Committee shall appoint a volunteer councillor to organise an annual footpath walk to ensure that all rights of way within the parish are maintained and to review and highlight any problems with the rights of way.
- 14. The Committee shall ensure that all footpaths and bridleways within the parish are well sign-posted and passable, that when necessary overgrowth and fallen trees etc. are removed and that stiles, and gates are kept in good repair.
- 15. The Committee shall ensure that all the most well used footpaths within the village itself are kept as far as possible in usable condition even when wet.
- 16. If footpaths need to be cut back, or fallen trees removed the matter should be referred to the Clerk for appropriate remedy in accordance with the Council Policy for Trees and the Maintenance of Public Open Spaces .
- 17. The Committee should whenever possible ensure that hedgerows alongside footpaths and bridleways are maintained as good wildlife habitat, and may initiate projects to enhance wildlife habitat.
- 18. Any problems identified with rights of way should be referred to the Clerk for appropriate action and remedy.