

Harwell Parish Council
Lands Committee Terms of Reference

APPROVED June 2021

1. The Lands Committee is a Standing Committee established under Section 4 of the Harwell Parish Council 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 Chair at the first meeting following the Annual Parish Council Meeting, or if the post falls vacant. If no agreement is reached, the Chair of the Parish Council shall act as Chair of the Committee. If the Chair is absent, those present shall select another councillor to 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 an agreed time. The Chair 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 Standing Orders, and members of the public will be welcome to attend and speak during an open forum session that will be held at the start of each meeting if required.
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 and the Chair will certify the notes and forward to the clerk.
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 court, the Harwellian, the Bowls Club area and the pavilion
 - d) The Cemetery
 - e) The Recreation Ground
 - f) The Churchyard
 - g) Recommending of rents and fees (Allotments, Cemetery, Pitches 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
 - 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) (removed June 2021)

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- o) Ecology and wildlife issues, assisted by the Environment Committee
- p) Access to Council-owned property
- q) Litter and dog fouling measures
- r) Seating & Signage
- s) Promotions and events
- t) Health & safety issues
- u) Footpaths
- v) Byelaws
- w) Risk Assessment

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. Where the Lands Committee has been tasked with updating or revising a document, then the Clerk will apply the edits to the version submitted to the next full Council meeting.

Rights of Way

13. The Committee shall appoint a volunteer 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 check 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. (Removed June 2021).
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, and/or to OCC as appropriate.
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.