CALSTOCK PARISH COUNCIL

Terms of Reference – Recreation and Open Spaces Committee

1. Members of the Committee will be appointed by the Council at the Annual Meeting. The Council may, at other times, appoint additional members if it considers it appropriate. The Committee may seek approval from the Council for a community member(s) to also have voting rights. In such cases it should be a named person and it be clear if there should be a majority number of councillors present for voting to take place.

2. The Chair of the Committee will be elected at the first committee meeting held after the annual council meeting. The Chair will be a member of the Council rather than community member (should a community member/s be granted voting rights).

3. Meetings of the Recreation Committee will be held at least twice a year, the quorate number required for a meeting to go ahead shall be 3.

4. Before November in each year the Recreation Committee will be responsible for preparing a budget for the following financial year to maintain the services that it is responsible for (as listed below). It will have delegated powers to spend this budget as it recommends, subject to the Council's financial regulations.

5. The committee will have specific responsibilities for the following items:
   - 5.1 Recreational grounds at: Calstock , Gunnislake, St Ann's Chapel;
   - 5.2 Play parks at: Calstock, Gunnislake, Fosters Field (when devolved from Cornwall Council), St Ann's Chapel and Harrowbarrow and ensuring equipment is compliant with annual ROSPA inspections including the half pipe at St Ann's Chapel;
   - 5.3 Open spaces: Pleasure Piece (A390); Millennium Green (Albaston); Latchley Green, Gunnislake Garden (behind the bus shelter, A390, opposite the Cornish Inn);
   - 5.4 Footpaths and access structures e.g. stiles, gates and bridges including the footbridge at the Wetlands;
   - 5.5 Allotments at Crow Lane, St Ann's Chapel;
   - 5.6 Waterfront activities at Calstock including moorings, canoe storage and pontoon.

6. When preparing the annual budget, the Recreation Committee will identify any items of capital expenditure required in relation to the areas identified in 5 above.

7. The Recreation Committee will review its scale of fees and charges annually and make recommendations for amendments to the full council as appropriate.

8. The Recreation Committee will be responsible for preparing any regulations to be applied to the areas identified in 4 above to ensure their proper management and maintenance. Once approved

by the full council the Recreation Committee will be responsible for ensuring these regulations are applied.

9. The Recreation Committee will be responsible for carrying out a risk assessment on the sites identified in 5 above and ensuring those risks which cannot be eliminated are properly monitored.

10. The Committee will have responsibility for reviewing applications for Footpath Modification Orders and recommend to the council a response.

11. The Committee will be delegated to appoint a working group from the Recreation and Open Spaces Committee to look at specific issues or areas of work to report back in the first instance to the Committee.

12. The Recreation Committee will ensure the Environment and Climate Change Strategy's objectives are reviewed and implemented as much as possible within the Committee's responsibilities as outlined above.