



## **Grounds Committee**

### **Terms of Reference**

1. Membership of the Grounds Committee shall be determined each year at the Annual meeting of the Council at which time the Chairman for the year will be elected.
2. At the first meeting of the Committee following the Annual Meeting of the Council a Deputy Chairman shall be elected.
3. The Committee will generally meet on a monthly cycle except during August and December with all meeting dates being confirmed by the Annual Meeting of the Council.
4. The minutes of the Committee are to be reported to and received by the Council at each meeting of Council.
5. The principle purpose of the Committee is to manage and maintain all areas of public open space owned by the Council or managed by the Council as a Trustee.
6. The areas of land under the responsibility of the Committee are:
  - The Avenue playing fields
  - Love Lane Recreation Ground including Petersfield Town Football Club stadium
  - Penns Farm playing fields including optioned undeveloped land (Penns Field 'A') and Penns Field 'B'
  - Petersfield Heath (The Heath Charity) plus buildings known as The Little School, Cricket Pavilion, Public Toilets, Kiosk and Boat House
  - Bell Hill Recreation Ground
  - Bell Hill Common
  - Borough Road Recreation Ground
  - Woods Meadow
  - Paddock Way Recreation Ground (leased from Hampshire County Council)
  - The Spain Greensward
  - Tilmore Allotments
  - The Rotherlands Nature Reserve
  - Heathfield and Barnfield Road emergency link

- Eastlake Close
  - St Peter's Churchyard
7. To approve quotations and estimates for work or projects within the revenue budget to be undertaken on any of the Council grounds provided all costs remain within the budget approved annually by Council. All quotations or estimates in excess of the budget approved for the work by Council should be considered by the Committee with any recommendations being submitted to the Finance & General Purposes Committee for approval.
  8. To consider quotations, estimates or tenders for all capital projects to be undertaken on any of the Council's grounds, submitting recommendations for approval to Council.
  9. In relation to The Heath Charity for which the Council is sole trustee, the Committee shall:
    - consider and approve all requests to undertake activities on The Heath unless it is considered to be of sufficient importance or have potential impact on The Heath that would merit the consideration of the whole Council;
    - consider and recommend to Council all proposed expenditure for The Heath.
    - consider and recommend to Council all potential activities anticipated to generate income in excess of £1,000 per annum.
  10. To produce a Policy Statement to be reviewed annually by the Committee.
  11. To produce and review a Policy Document on the use and future plans of all grounds owned and managed by the Council.
  12. To hold separate annual Users Meeting for all Grounds Users and Allotment Users with the dates of such meetings being approved annually by the Committee.
  13. To appoint Working Parties or Sub-Committee's as considered appropriate, approving their Terms of Reference and Chairman with all such Working Parties or Sub-Committee's reporting back to the Grounds Committee on a regular basis.