

Terms of Reference - Estates Committee

Role

The role of the Estates Committee is the effective management of council owned property* and on the instruction of the Council the acquisition and development of additional facilities.

*Property is defined as all structures, land and equipment that is owned by the Parish Council or which it has legal responsibility for.

Responsibilities

1. Parks, Playgrounds, Open Spaces, Sports Facilities Burial Grounds and Allotments.

- 1.1 The assessment, provision, maintenance, improvements and management of Parish Council owned parks, playgrounds, open spaces, allotments, outdoor and indoor sports facilities.
- 1.2 To manage the grounds maintenance for parish areas that the Council is responsible for.
- 1.3 To provide and manage the Council's Burial Ground.
- 1.4 To undertake the recruitment and appointment of a litter pickers for Parish Council owned/leased land.

2. Entertainment and Cultural Facilities

- 2.1 To undertake or arrange for the provision of relevant facilities.
- 2.2 To provide parish notice boards and interpretation boards.

3. Buildings and structures

- 3.1 To oversee all aspects of the management, maintenance, marketing, security and the day-to-day running of Beechen Hall and any other public buildings under the direct control of the Council including the determination of hire fees and terms and conditions of use.
- 3.2 To undertake the recruitment and appointment and determine salaries and hours for the Caretaker positions.
- 3.3 To be the point of contact for the Parish Council and take on responsibility for advising village/community halls on CCTV and all other hall related issues.
- 3.4 To maintain and manage the War Memorial, Boxley Village Green, the Lych Gate and the BPC owned sections of the wall of St Mary and All Saints Closed Churchyard.
- 3.5 Manage existing bus shelters, seats, village signs etc. that are provided by the Council and where necessary add to these.
- 3.6 To ensure optimum energy and water efficiency, waste minimisation and recycling in BPC's Estate.

4. Allotments

- 4.1 To make recommendations for the purchase, sale of or appropriation of land required or held for allotment purposes.
- 4.2 To discharge all statutory functions in relation thereto under the Allotments Acts and to make recommendations as to the rent chargeable for allotment holdings.

5. Amenity Areas. To determine and undertake the maintenance of amenity areas dedicated to the Council.

6. Sporting Organisations. To liaise with sporting organisations with regard to the provision of sporting and recreation facilities within the parish.

7. Submission of Planning Applications. To deal with matters relating to the submission of Parish Council planning applications in respect of schemes previously approved by the Parish Council.

8. Village Hall Grants. To deal with requests for grants from Village Hall Grant Budget.

9. Risk Assessment. To undertake an annual risk analysis for all property.

10. Policies and Procedures. To create or develop policies and procedures for any council owned property.

Budget

1. To draft the budget and decide priority ratings for the committee. To submit budget requirements and recommendations to the Finance Committee.
2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
3. To manage, according to Financial Regulations, the contracts and tenders for any projects within the budget of the committee.

Membership

1. The Committee shall consist of up to ten councillors, including as per standing orders the Parish Council's Chair and Vice Chair.
2. The committee may appoint working parties to undertake any specific project work as necessary

Other.

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

The parish council may allocate to the committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the committee.