

**BENTHAM TOWN COUNCIL**  
**Open Spaces Committee Terms of Reference 2024**

The Council is responsible for various 'spaces' within the Parish and maintenance of these is the responsibility of this committee.

To monitor the condition of the Council owned spaces and street furniture:

i.e. Bentham Cemetery, Philip Harvey Playing Field, Low Bentham Cross, School Hill, the Welcome Walls, Streetlights, town signposts & public benches etc.

To perform weekly safety checks on the Phillip Harvey Playing Field (PHPF) and monitor any items that are brought to the attention of the Council through either self or third-party inspections. Carry out agreed maintenance within the agreed budgets. Report any major issues / items to full Council for their consideration.

To tour Council owned areas at least annually to monitor the conditions.

To discuss and agree maintenance tasks and their priority.

To devise or obtain suitable specifications for maintenance tasks. Obtain quotations for the proposed works which may be authorized for completion within any previously agreed budget.

For work outside of an agreed budget; recommend maintenance tasks and potential contractors for possible approval by full Council.

To contribute to the Council's budgeting process by outlining future improvement projects and their potential costs at the appropriate time.

To keep records of the memorial safety checks in the Cemetery, every three years, and the resulting work required.

To monitor and manage the Parish Caretaker and/or other contractors for specific maintenance projects about the parish as they arise, within agreed budgetary constraints.

To agree the specification for the Council's grass cutting contract and get suitable quotes every three years for agreement / approval by Council.

To formulate, maintain and update relevant policies for the Council, e.g. a Bench Policy.

To monitor the condition of those areas leased by the Council from NYC, i.e., Cleveland Square, and report any problems to the relevant organisation.

**REVIEWED AND APPROVED AT FULL COUNCIL MEETING OF 18<sup>th</sup> MAY 2020.**

**REVIEWED AND APPROVED AT FULL COUNCIL MEETING OF 7<sup>th</sup> May 2024**

**To be reviewed annually at May council meeting.**

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