



**WELLESBOURNE PARISH COUNCIL**

**2 School Road  
Wellesbourne  
Warwickshire  
CV35 9MH  
Tel: 01789 841434**

**Terms of Reference of  
Amenities and Highways Committee**

**April 2011  
Adopted May 2011**

## **Amenities and Highways Committee**

### Terms of Reference Delegated Powers

#### Ammenities

To administer and maintain on behalf of the Council all recreation areas, playing fields and open spaces owned , leased, rented or maintained by the Council at the Mounthord Sportsfield, Loxley Close, the Dovehouse Football Field and the Dovehouse Coommunity Land, Dovehouse Drive, Whitebridge south of the River Dene and St Peters Churchyard

To publicise and to assist the Council and the District Council, to enforce byelaws and take measures to control dogs, prevent public nuisance and misuse of the recreation grounds, playing fields, open spaces and play equipment.

To monitor and liase on behalf of the Council, with Warwickshire County Council, Stratford on Avon District Council, statutory authorities and other bodies on the condition and improvement of highways, public rights of way, highway drainage, lighting, signing and street furniture within the parish. and other highway matters

To monitor on behalf of the Council all contracts let relating to recreation areas, playing fields, open spaces and highway verges administered and maintained by the Council to ensure that the Council gets value for money.

To attend meetings and liase with the Wellesbourne Sports Association to ensure that the sports pitches, the Cricket and Bowls pavilions are maintained and used in accordance with terms of the lease between the Parish Council and the Sports Association dated

To inspect all recreation areas, sports pitches, open spaces and play equipment monthly and take measures to remedy defects.

#### **Specific**

##### **1. Mounthord Sportsfield**

To cut the grass and maintain in a safe and tidy condition. the surfaces of the public areas surrounding the cricket/football pitches.

To maintain all boundary and internal hedges and fences, gates, trees, hedges, shrubs and shelter belts

To keep the recreation ground and its boundaries free from litter

To provide and maintain in a safe and usable condition, play equipment, safety surfaces , paved areas. benches and seats

To provide and maintain in a safe and usable condition.. litter/dog bins and signs

## **2. Dovehouse Football Field, Dovehouse Drive**

To cut the grass and maintain in a safe and tidy condition, the surface of the public area between the sports pitches and the boundary fence with Dovehouse Drive.

To assist the Wellesbourne Sports Association, when necessary, to cut the grass inside the boundary fences around the sports pitches.

To maintain all boundary and internal fences, trees and shrubs.

To keep the public area and sports pitches and field boundaries free of litter/  
To provide and maintain in a safe and usable condition any play equipment, safety surfaces , benches, seats and paved areas.

To provide and maintain in a safe and usable condition litter/dog bins and signs .

## **3. Dovehouse Community Land**

To cut the grass and maintain in a safe and tidy condition, the surface (including paved surfaces )

To maintain all boundary and internal, fences. gates, trees hedges, shrubs and shelter belts

To keep the grounds and its boundaries free from litter

To provide and maintain a safe and usable condition. play equipment, safety surfaces, paved surface, benches and seats

To provide and maintain in a safe and usable condition, litter/dog bins and signs

Whitebridge Recreation Area

To cut the grass and maintain, in a safe and tidy condition, the surface.

To maintain the riverside fence between Whitebridge and the boundary of the recreation area and ensure the public footpaths are free of silt and debris.

To maintain any internal trees and shrubs.

To keep the recreation area and its boundaries free from litter

To provide and maintain, In a safe and usable condition, any benches, seats and paved surfaces.

To provide and maintain, in a safe and usable condition, litter/dog bins and notices

#### **4. St Peter's Churchyard and New Burial Ground**

To cut the grass between the grave stones at the western end of the existing churchyard and maintain, in a safe and usable condition, the surface (including grasscrete pathways) of the new burial ground.

To maintain the fences, trees and shrubs on the western and southern boundaries of the new burial ground

To provide and maintain in a safe and usable condition seating in the Garden of Remembrance and within the new burial ground.

### **Highways**

To cut the grass and maintain the surface of specified highway verges within the parish owned by Warwickshire County Council.

To maintain in a safe and usable condition, and clean monthly the bus shelters at Chestnut Square, Charlecote Road and Stratford Road and to provide as necessary new bus shelters.

To provide and maintain, in a safe and usable condition, salt gritting bins at the Precinct, Wellesbourne School and Walton and other locations.

To provide and maintain in a safe and usable condition, the Parish Community Notice boards at Bridge Street, Frost Road, the Co-op and Dovehouse Drive and to provide as necessary new notice boards.

To supervise through the Clerk of the Council, a self employed handyman to do odd jobs within the parish from time to time .

## **Note**

Plans of the village, the Mountford Sportsfield, the Dovehouse Football Field, the Dovehouse Community Land Whitebridge recreation area and St Peters churchyard the areas of grass cutting responsibility, other contracts and leases, are held at the Parish Council Office.

## **Membership**

The Council shall determine the membership of the Committee at the Annual Parish Council meeting in March each year and from time to time thereafter if required.

Membership of the Committee shall comprise of 8 members. In addition the Chairman and Vice Chairman of the Council shall be ex-officio unless either are a standing member of the Committee.

The Committee may co-opt from time to time, non members with relevant skill and experience onto the Committee consistent with these terms of reference.

No co-opted member shall be allowed to vote.

The Committee may, in accordance with Standing Orders, from time to time appoint Sub Committees, Working Parties or Advisory Groups to deal with specific issues

## **Quorum**

The Committee will be quorate when 3 members are present.  
If less than 3 members are present, no business may be transacted.

## **Committee Chairman.**

The Committee will elect a Chairman and Vice Chairman at the Annual Parish Council meeting.

If the Chairman is not present, the Vice Chairman will chair the meeting. If neither the Chairman or Vice Chairman is present, the members will elect a chairman for the meeting from among the Council members present.

## **Clerking arrangements**

The Parish Clerk/RFO will ensure that appropriate clerking arrangements are in place to administer and service the Committee.

The Parish Clerk/RFO will keep the Minutes of the transactions in the Council records.

The Chairman or Vice Chairman of the Committee will present the Minutes of each Committee meeting as a Report, to the next available Ordinary Meeting of the Council.

### **Frequency and timing of meetings**

The Committee will meet every six weeks. Meetings will normally be held at 7.30 pm at the Parish Council Office.

### **Standing Orders**

The Council's Standing Orders will apply to the running of the Committee as appropriate. The Terms of Reference of the Committee will be reviewed annually in conjunction with the Council's Standing Orders.