

## **Trees, Amenities & Outdoor Spaces (TAOS) Committee Terms of Reference**

The Committee will appoint a Chair of the Committee at the first meeting following the Annual General Meeting of the Council in May each year.

### **Membership:**

Membership will consist of at least three and a maximum of five Councillors. The Membership and Chairperson will be decided at the AGM each year or as soon after as practicable.

Non-Councillors may be co-opted to a maximum of ten people to form a Sub-Committee or Working Group. A Sub-Committee or Working Group shall consist of at least two Councillors. Co-opting non-Councillors on to the committee can be decided by the Committee itself and voted by a majority.

### **Meetings & Conduct:**

The TAOS Group will meet quarterly. Quorum – a minimum of two Councillors. Members of the Committee and any non-Councillors should act in a professional manner and maintain the high standards of the Council in all its meetings, communication and business. The Local Government Act Code of Conduct must be adhered to at all times. Please see [www.datchworth-pc.gov.uk](http://www.datchworth-pc.gov.uk)

### **Principal Objectives:**

To look after the land and amenities as per Datchworth Parish Council's Asset Register and to ensure that together with other Committees (as appropriate) that these are run, maintained (and where appropriate), developed for the benefit of the Parishioners.

To provide a good range of facilities, capable of giving benefit to people of all ages. To effectively manage the Trees, Amenities and Outdoor Spaces of the Parish, whilst actively working to support DPC's Mission, Aims & Objectives.

1. Trees:-
  - a. To ensure the Trees in the Parish are surveyed and Risk Assessed at least every three years by a qualified arboriculturalist.
  - b. To ensure the trees of the Parish are effectively maintained within a reasonable timescale as per the Surveyor's report.
  - c. To develop a long-term plan for the trees of the Parish to identify opportunities for sustainability.
  - d. To promote our Community Orchard to the residents of the Parish
  - e. To recommend adequate allocation of funding within the budget for tree works.
  - f. To ensure that any emergency or H&S works are carried out promptly.
  - g. To make recommendations to Full Council for the 1-6 above.

## 2. Amenities:-

1. To ensure the amenities in the Parish are effectively maintained and regularly Risk Assessed in line with the latest Health and Safety requirements. To include:- litter bins, play equipment, benches, picnic tables, community car park, play surfaces etc.
2. To recommend adequate allocation of funding within the budget for the maintenance of existing equipment and the purchase/installation of new equipment.
3. Following consultation with the electorate the Committee will make recommendations to Full Council for the installation of new equipment where there is a demonstrable need.
4. Liaison with external clubs and organisations to ensure a high-quality provision is available to all members of the Parish and Visitors thereto e.g. Datchworth Sports Club, Tennis Club, Rugby & Cricket Club, Bowls Club, Footpath Officer/HCC, Woodland Trust, DEFRA, RoSPA.
5. All new park benches and picnic tables installed on DPC owned land must be made from recycled materials.

## 3. Outdoor Spaces:-

1. To ensure the Outdoor Spaces of the Parish are effectively managed and maintained.
2. To recommend to Full Council the engagement of contractors for regular maintenance or for development as the need arises.
3. Liaison with external clubs and organisations to ensure a high-quality provision is available to all members of the Parish and Visitors thereto e.g. Datchworth Sports Club, Tennis Club, Rugby & Cricket Club, Bowls Club, Footpath Officer/HCC, Woodland Trust, DEFRA, RoSPA.
4. The Committee will report on information received regarding the condition and maintenance of the public rights of way.

## **Duties and Functions:**

1. To liaise with other Parish Council Committees to maximise the use of our amenities.
2. To liaise, communicate, inform and listen to all members of the community to ensure community cohesion, a safer neighbourhood and a healthier population by reducing social isolation and community facilities.
3. To liaise with our Community Ranger on all matters relating to the TAOS of our Parish.
4. The Committee (as a whole or individually), is not permitted to let, take or make any contract, licence or lease on behalf of the Council or make, approve any expenditure or incur any liability.
5. Recommend any proposed expenditure and communication tools to Full Council.
6. Notes of meetings will be taken, held on file by one member (to be nominated) and forwarded to the Clerk to be held on file in accordance with good practice.