Woodbury Assets & Estates Committee

The Committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

In accordance with council policy and operating at all times via the Clerk/RFO, this committee has the responsibility for the below and **The Terms of Reference for this Committee are as follows:**

Membership of the committee shall consist of Six (6) members with a Quorum of three (3) and has the Power to Decide/Act and Power to Spend and meetings will be held on such dates, times and place as the Council may direct. This will normally be at least three (3) times per year.

- To work within the delegated powers (Local Government Act 1972 Section 101) and within the delegated budget to provide and manage the following services:-
- Old Fire Station
- Bus Shelters including The Arch
- Notice Boards & Parish Maps
- Information Board Woodbury Common
- Public Seats
- Flower planters
- Highway Matters
- Allotments – Management through an
- War Memorials & Memorial signs & Monument
- Flower Street Car Park and rear of the Green
- Flower Street Toilets
- Play Spaces including equipment
- Pavilion Shelter
- Telephone kiosk
- Grit, rubbish & dog bins
- Water conduit
- Overhead lighting
- Pump & Trough
- Safety barriers / railings / Popple wall
- Cricket Field Devon Air ambulance landing site
- Custodian of Cricket field, Community Orchard, Recreation field

- The maintenance , improvement and replacement (on a rolling basis) of the Parish owned street furniture;
- To undertake project work as directed by Full Council;
- To recommend an annual budget to Full Council and in conjunction with the Clerk/RFO to monitor its functions and income / expenditure.
- To consider other Initiatives to benefit the Woodbury Community
- Community Engagement
- The development and maintenance of the parks & open spaces for the benefit and enjoyment of the parishioners;
- The maintenance and development of the play and open spaces.
- To work with the other authorities to maintain and develop the public footpaths within the Parish through such as the Parish Paths Partnership;
- To consider the acceptance of other open spaces onto the Parish charge and to make recommendations to full Council;
- To develop a programme of speakers to visit the Committee to improve Members knowledge and awareness and advise on options for the management of parks and open spaces etc.;
- The management and maintenance of Parish footways and trees in the Parish.
- Flood Resilience

Reporting

To Report to Full Council. Budget Recommendations to Staffing, Finance & Policy Committee or Full Council.

Allotments – day-to-day management of Allotments will be by Allotment Representatives who will be invited to provide a full report to the Estates & Assets Committee.
Any Financial Decisions will be made at Estates & Assets Committee, Staffing, Finance & Policy Committee or at Full Council Level.

There will be two (2) Representatives from each Allotment Site.

This Committee and Representatives will;

- To carry out half yearly site visit to the Allotments to access each plot to see if they are complying with the Terms of Lease Agreement.

- To agree for the Clerk to send Letters to plot holders regarding their plots. There is a 3-stage letter process;
  a) Initial letter asking the plot holder to either improve the maintenance of their plot or to work a higher percentage of the plot as per the Agreement providing 21 days or advise of reason for plot not being up to standard.
  b) 2nd letter request providing 14 days for improvement of plot prior to second inspection otherwise the plot will be relinquished.
  c) Letter to confirm relinquishing of plot.
- To arrange Allotment Working Parties and the siting / delivery of manure.
- To manage the maintenance of the Site but anything with cost implications must be approved by the Assets & Estates Committee or Full Council.
- To forward recommendations to the Full Council or Full Council.
- To review the Terms of Lease Agreement and forward recommendations to the Asset & Estates Committee or Full Council.
- To arrange Allotment Competitions
- To consider plot holders requests.

Community Allotment

The day-to-day management will be by a group of volunteers (mostly existing plot holders) overseen by this Committee.

They will determine the layout, what is grown and events put on, but this will be in consultation with the Clerk.

Separate insurance has been taken up with the SWCAA although the volunteers are covered by the Parish Council Insurance.

Funds raised will be held by the Parish Council under a separate code and all finances will go through the Parish Council.