



## **Bledlow – Cum – Saunderton Parish Council - Parish Maintenance Committee**

### **Terms of Reference – July 2021**

#### **Purpose of the Committee**

The purpose of the Parish Maintenance Committee is to manage, maintain and improve those areas of land and other assets within the Parish where the Parish Council have accepted responsibility for upkeep and maintenance. Specifically: -

- Verges, grass areas, trees and hedges as defined within the Devolved Services agreement in place between Buckinghamshire County Council and Bledlow cum Saunderton Parish Council
- Closed Churchyards (Bledlow) and Public Burial Grounds
- Green spaces outwith the scope of the Devolved Services Agreement (e.g. The Dell, Bledlow Ridge)
- Meadow Styles playground (including routine maintenance of the play equipment)
- Other areas where the Parish Council have agreed to take on maintenance (e.g. the consecrated area of Saunderton Churchyard)
- Other Parish Assets (e.g. bus shelters, benches)

#### **Committee composition**

- Parish Council Chair or Vice Chair
- 1 - Bledlow Ward Councillor
- 1 - Saunderton Ward Councillor
- 1 – Bledlow Ridge Ward Councillor
- Subject matter expert (s)
- Parish Clerk

(note – ‘double hatting’ to be accepted e.g. Chair/Vice Chair may also represent their ward on the Ctee)

#### **Meeting Frequency**

- Minimum Qtly (to be aligned to maintenance schedules).

#### **In Scope**

- Negotiation of the Devolved Services Contract with Bucks CC
- Management of the Devolved Services Budget
- Preparation, agreement and ongoing management of maintenance schedules
- Preparation and management of maintenance specifications (e.g. hedgerow heights, grass cutting and strimming) – engaging with other Ward Cllrs. and/or third parties as appropriate
- Annual Playground Health and Safety inspections and actions resulting therefrom
- Securing and reviewing competitive tenders / quotations and preparing recommendations for Parish Council
- Management and performance monitoring of contractors and suppliers.
- Making recommendations to Parish Council in respect of appointing contractors and suppliers.

#### **Works Authorisation Limits**

- The Parish Maintenance Committee has authorisation from Full Council to approve works of £1k per month up to a maximum of £6K per year.