

Powers and Responsibilities of the Parks, Cemetery and Allotments Committee

1) To manage the following areas:

Play Area and Parish Field

- Ensure inspections undertaken weekly (general maintenance contractor), monthly (play safety inspector) and annually (recognised annual play inspection company).
- Repair or replace play equipment, soft surfaces and picnic tables as required.
- Ensure grass cutting, hedge and tree maintenance work undertaken by contractor(s).
- Undertake tree safety work and replacement of trees/shrubs as required.
- Repair and maintain CCTV equipment as required.
- Repair and repaint railings/gates around play area as required.
- Maintain and ensure security of gate giving access to Parish Field.
- Repair and maintain lighting on Parish Field as required.
- Monitor and pay for electricity usage at Parish Field (meters in Scout/Guide Huts).
- Maintain other Parish Field facilities e.g. youth shelter, basketball court, path, bench, goalposts as required.
- Ensure bins emptied by CWAC (3 black bins on Parish Field) or contractor (blue bin on Parish Field, bins in play area).
- Ensure appropriate arrangements (e.g. PLI, risk assessment, indemnity agreement/licence) are in place and recorded for organisations wishing to use the Parish Field.
- Liaise with Fields in Trust before significant changes to Parish Field facilities.

Cemetery

- Ensure grass cutting, hedge and tree maintenance work undertaken by contractor(s)
- Arrange emptying of spoil heap as required.
- Undertake and record annual Health & Safety inspection by Clerk and Councillor(s).
- Arrange and record memorial safety inspection every 4 years.
- Ensure bin emptied.
- Maintain water tap (supply shared with allotment site).
- Maintain garage for use by Parish Council or contracted staff as required.
- Repair and repaint railings/gates around cemetery and maintain steps as required.
- Manage burial grants, grave-digging, interments, erection of memorials and other matters in line with Cemetery Regulations.

Allotments (at Queens Drive and Old Chester Road)

- Ensure grass cutting and hedge maintenance undertaken by contractor(s)
- Maintain a waiting list of prospective tenants and let vacant plots in line with the Allotments Policy.
- Inspect all allotment plots approximately monthly between March and October to ensure compliance with the Allotments Policy (Maintenance of Plots). Record ratings and send letters to tenants, including termination of tenancy if required, in line with the Tenancy Agreement and Allotment Policy.
- Maintain water taps at both sites and arrange turn-off over winter period.
- Monitor and pay for water usage at Queens Drive site (metered).
- Arrange PLI insurance to cover tenants at both sites.

- Undertake and record annual Health & Safety inspection by Clerk and Councillor(s).
- Monitor slow worm numbers at Old Chester Road site and report annually to CWAC Ecology/Biodiversity office*.

** planning permission condition. Information typically provided to Council by Helsby Old Chester Road Allotment Association.*

Land at Mountain View not leased to commercial tenants

- Ensure grass cutting undertaken by contractor.
- Send letter to adjacent properties at least every 5 years noting the land is owned by the Council (thereby preventing residents establishing a right of vehicular access or parking).
- Renew planning permission for HPC container as required.

2) To review at least annually the following policies/procedures and fees:

- CCTV and Surveillance Policy
- Cemetery Regulations
- Cemetery brochure
- Cemetery Risk Assessment
- Allotments Policy
- Allotments Tenancy Agreement
- Burial Fees
- Allotment Rents (typically reviewed mid-year before tenancies renew in October)
- Allotment PLI insurance re-charge to tenants

3) To monitor and review as required the following non-commercial leases:

- Leases relating to Scout Hut and Guide Hut on Parish Field
- Lease with Village Produce Association for Hut at Mountain View
- Lease with Peel for Air Quality Monitoring unit at Mountain View

4) To budget for and manage the following contracts:

- General maintenance*
- Grass cutting*
- Hedge and shrub maintenance*
- Tree survey* and any subsequent maintenance
- Monthly and annual play area safety inspections
- Allotment water supply

** includes play area/park, Parish Field, cemetery, allotments, land at Mountain View, Sherwood Court and Maltby Triangle.*

5) To monitor and plan for long term provision of play facilities, burial space and allotments to benefit Helsby residents.

- Propose new projects for consideration by Council and inclusion in Business Plan.
- Propose and monitor earmarked reserves.

- 6) To propose annually a budget covering Committee responsibilities for the forthcoming financial year for consideration by Finance Committee and approval by Council.
- 7) To consider and report on matters within CWAC area which may have impact on recreational and cemetery facilities for Helsby residents.