Asset Management & Open Spaces Committee: Terms of Reference

Adopted at the 27 July 2022 meeting of Eastleigh Town Council.

Delegations reviewed and approved 17 May 2023

Amended and approved 13 Mar 2025 to increase membership,

Version	Owner	Date Approved	Minute Ref	Action?	Website Updated	Next Review
V1-2022-23	Town Council	27th July 2022	39/22			
V2-2023-24	Town Council	17th May 2023	011/23			
V3-2025-26	Town Council	13th Mar 2025	73/24/5 73/24/6			

1. The Asset Management and Open Spaces Committee is constituted as a Standing Committee of Eastleigh Town Council.
2. The Committee composition shall be a minimum of three and no more than seven Councillors as voting members with not less than three members of the Asset Management and Open Spaces Committee constituting a quorum.
3. The Membership, Chair and Vice-Chair of the Asset Management and Open Spaces Committee shall be elected at the Annual Council Meeting in May of each year.
4. The Committee shall meet at least four times per year.
5. The Asset Management and Open Spaces Committee shall be administered and managed in accordance with these Terms of Reference.
6. The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions regarding the matters listed in paragraph 7 below. In exercising this function, the Committee shall:
   a. be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls.
7. The matters within the Committee's remit are the following:
   a. Management, maintenance, use and development (including oversight of health and safety, inspections and risk assessments) of all facilities and assets owned, managed or licensed for use by the Council:

i. playing fields, sports grounds, greens, public open spaces, play areas, skate parks and other leisure and recreational facilities (including the development and implementation of recreational strategies relating to them);

ii. all properties and buildings and any facilities contained therein;

iii. allotments and cemeteries;

iv. street furniture, flowerbeds, tubs, troughs, and fence railing planters;

v. trees and tree safety on Council sites;

vi. rights of way and public footpaths.

b Overseeing the following business of a legal nature:

i. the acquisition and disposal of interests in land.

ii. the granting and acquisition of any licences for the occupation of land (whether for the purposes of holding a fair, market or event of any kind or otherwise)

c The programme of public events provided by the Council including oversight of their management.

d Recommending fees and charges relating to, and decisions on the procurement, acquisition and disposal of, facilities, assets or services within its remit to the Policy and Finance Committee.

e Determination of any Tenders to be submitted for ground works and ground maintenance for other public bodies.

f Determination of the Terms and Conditions, including the level of commuted payments, for t he transfer of assets to the Council.

g Monitoring the Council's inventory of vehicles, machinery and infrastructure and overseeing any plans for its replacement.

h Liaison and consultation with community organisation which have an interest in the facilities and assets owned, managed or licensed by the Council.

Delegated Powers

8. The following powers are delegated to the Committee to be exercisable within the overall policies and approved budgets of the Council but otherwise at its discretion:

a To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned.

b To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers.