

Terms of Reference for Infrastructure and Asset Maintenance group

These Terms of Reference were approved at Full Council on 3rd October 2022

Prime Objectives

To oversee all the parish council assets and Infrastructure.

Activities to include:

- Management of general and term maintenance contracts relating to footpaths, playing fields, verges, flower tubs, play area, bus shelters, leaf clearing, drift paving, tree planting, hedge cutting.
- Maintain Drift paving and lighting
- Liaise with Environment Agency (EA) regarding flooding
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- Liaise with Essex Highways and Water authority regarding pot holes and drains
- Liaise with Colchester Borough Council (CBC) neighbourhood team regarding toilets, litter and rubbish removal
- Maintain play equipment
- Village signage
- Employ local trades as necessary.
- Asset register
- Risk Register
- Oversee role of Village Warden and set work schedule.
- Prepare and update Emergency Plan including Flooding Action Plan and Fire Safety

Membership

The group will meet every 1/2 months and consist of up to 3/5 members.

The objectives should be achieved within the constraints of the annual budget

Where funds exceeding £2,000 or contracts with a cumulative annual value exceeding £5,000 are required to be spent, the final decision of costs is to go to the Full Council.

For actions requiring expenditure in emergency situations, the Clerk is authorised to approve these actions subject to the limitations laid down by the Parish Council's financial regulations (section 4.5) up to £500.

The Chairman of the Parish Council and this group are to be notified as soon as reasonable and this then reported to the full council at the next meeting.

Key Tasks

1. General and term maintenance contracts – Oversee the maintenance contracts as above. To refer each contract to the Full Council for contractual ratification in order to ensure the protection of the Parish Council in legal matters. When contracts are awarded, review their content before renewal. Regularly monitor the performance of contractors and act as appropriate. Contract procedures, as outlined in the

Parish Council's Financial Regulations, should be followed. Ensure that the plants, flowerbeds, grass, hedges, fences, trees and seats are appropriately maintained.

2. Playgrounds - Review the facilities available annually within the Parish for the different age groups. Make recommendations for improvements that consider both new developments in equipment. Arrange for an annual safety inspection by an outside agency. Review the results of the annual and weekly inspections and initiate any corrective action required.
3. Ensure that the playing fields, cricket pitch, external Sports Pavilion facilities, hedges, trees, seats, fences and the field are in good condition. Report deficiencies to the appropriate authority and monitor their action. Remedy any faults for which we are responsible.
4. Rights of Way - Ensure that the designated Rights of Way in the Parish are open and walkable by the relevant categories of user. Report deficiencies to the appropriate authority and monitor their action.
5. Trees - Take regular professional advice on the state of trees for which the council is responsible and take the necessary action. Ensure that the appropriate authorities are consulted where trees are involved that have protection orders. Identify further opportunities for planting trees.

These terms of reference to be reviewed annually.