



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## **Terms of Reference - Parks, Open Spaces, Planning and Transport Committee**

**Composition:** Six (6) Elected members (Voting)

**Quorum:** Three (3) members

**Chairmanship:** Chairman & Vice-Chairman to be elected by Members at the first committee meeting held in each Council year.

**Meetings:** Quarterly in line with Financial Year quarters, on the second Tuesday of the month. Meetings to be held in July, October, January & April.

**Timing:** 7.00pm

**Venue:** The Lewis Gray Board Room, Callicroft House, Rodway Road, Patchway.

**Reports to:** Full Council

**Administration:** Clerk/ Deputy Clerk & RFO

**Legal Status:** General Data Protection Regulations Governance & Accountability for Local Councils 2018 VAT regulations Adopted Code of Conduct 2012 Adopted Standing Orders Adopted Financial Regulations Localism Act 2011 Local Government Act 2003 Local Government Act 1972 Public Bodies (Admissions to meetings) Act 1960

### **Terms of Reference & Matters Delegated to the Committee**

1. To consider such matters as may be delegated by the Council from time to time.
2. To consider budget proposals specific on committee related centres as directed by the RFO. To make recommendations for future budgets in line with the five-year strategic plan.
3. To review and make recommendations to Council on the provision of expenditure that is not within the budget for this committee.
4. To set out and enforce the terms and conditions for all sports bookings.
5. Responsible for ensuring all Parks and Open Spaces are well maintained and safe for the public.
6. To respond on behalf of the Town Council to all Planning Applications received.

*Patchway is Twinned with Clermont l'Herault and Gauting.*



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**Adopted: 19<sup>th</sup> May 2026.**

**Review: May 2027.**



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7. Authorisation of expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council. (The Parks, Open Spaces, Planning and Transport Committee may incur expenditure up to £20,000 per transaction subject to there being sufficient funds in the Budget to meet such expenditure).

8. To consider the recommendations of any Sub-Committees or Working (Advisory) Groups under the control of the Parks, Open Spaces, Planning and Transport Committee.

9. Pursuant to Standing Order 11 A xi, Councillors who are not elected to the committee, may only speak at a meeting of the committee if the presiding Chairman allows for this to happen. Councillors who are not elected to the committee cannot propose, amend, or put forward any resolutions to the committee members.

10. Pursuant to Standing Order 5 D v, any member who confirms to the Proper Officer that they're unable to attend a meeting, by 12 noon on the meeting date, may appoint a substitute Councillor. This Councillor will have the same rights as the Councillor that they're temporarily replacing.

11. To review all strategies and plans developed under the remit of the committee and report to Council.

12. Make recommendations to the Council on all matters not within existing policy.

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