GRINDON & THORPE THEWLES PARISH COUNCIL

MAINTENANCE GROUP TERMS OF REFERENCE

The Maintenance Group is a working group of the Parish Council, with responsibility for identifying and overseeing the general maintenance of the village, in particular those assets belonging to the Parish Council and, in response to requests from the community, to implement improvements approved by the Parish Council.

The Maintenance Group is a self-identifying group of residents, with at least 2 Parish Councillors amongst them. The Group is expected to work closely with the Clerk and to maintain adequate records of risk assessments and safety inspections. The Chairman of the Group shall be a Parish Councillor to ensure the insurance cover of the Parish Council includes the activities of the Group.

The Maintenance Group will have oversight of and, together with the Clerk, have responsibility for the maintenance and safety of:

- Benches around the village
- Defibrillator
- Notice Boards
- Planters owned by the Parish Council
- Salt Bins owned by the Parish Council
- Signs
- Trees on the green
- Village green and surrounding posts & chains

Planters will be located along the main road routes through the parish and placed at sites providing for high visibility to residents, visitors and those passing through the parish. Planters will be of a standard design and type as approved by the Maintenance Committee. Location will also be informed by any volunteers taking ownership for planting and maintenance.

A budget will be made available for general maintenance activities which will be reported at Parish Council meetings. Items requiring more than £200 should be referred to the full Parish Council. Works required on land belonging to Homes by Carlton, Mandale Homes and Thirteen Group or any other commercial landowner, shall be undertaken in liaison with those landowners, and not be funded from the Parish Council budget.

The Maintenance Group will also identify any issues relating to the health, safety and well-being of villagers that are the responsibility of the Borough Council and bring these to the notice of the full Parish Council and the Borough Council / Ward Councillor at the earliest opportunity.

These will include, but not exclusively:

- Pavements
- Public Rights of Way
- Roads
- Streetlights
- Trees

Adopted: 20 July 2021
Last Updated: February 2026