

TERMS OF REFERENCE

ENVIRONMENT AND AMENITIES COMMITTEE

Approved at the Annual Meeting of Council 19 May 2015

1. Membership and frequency of meetings

A minimum of six places will be available for Members of the Council who will meet in Committee at least every two months.

2. Terms of Reference

- i) To examine and recommend to the Council any changes to the amenities of the Parish. Any urgent and non-controversial changes to the amenities of the Parish, which need to be dealt with before the next meeting of the Committee, may be dealt with, on behalf of the Council by the Clerk, or other appropriate officer, in consultation with any two Members, one of whom must be the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council).
- ii) To consider and to deal with, on behalf of the Council, all maintenance matters related to the amenities of the Parish. Urgent business which needs to be attended to before the next meeting of the Committee may be dealt with by the Clerk, or other appropriate officer, in consultation with any two Members, one of whom must be the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council).
- iii) To make recommendations to the Council on the detailed Environment and Amenities Committee budget and to manage the activities of the Committee within the budget approved by the Council, whilst recognising that "provisions" for specific items will still require approval by the Council.
- iv) The Committee may delegate any of its functions to Sub-Committees constructed from its members or to an officer of the Council.

3. Main Responsibilities of the Environment and Amenities Committee:

- Maintenance of the Parish Council's street lights
- Denmans Lane Allotments
- Denmans Lane Public Conveniences
- Street furniture - litter bins, railings, seats, bus shelters, bus stop poles, etc
- Winter Management Plan
- Annual Village Spring Clean
- Village Archives
- Christmas Festival Night and Christmas lights
- Liaison with Mid Sussex District Council on matters relating to the Common, the Pond, Hickmans Lane playing Field, car parks, nature reserves and any other MSDC owned land in the parish.