

STEYNING PARISH COUNCIL

AMENITIES COMMITTEE

TERMS OF REFERENCE

In the context of these Terms of Reference the Proper Officer is also the Responsible Financial Officer and Steyning Centre Manager

Main functions: To manage and make decisions on the management of all Parish Council playing fields and open spaces and the Village Greens (VG 30/42, 65 and 93); the provision and maintenance of playground and other equipment and recreational buildings; the provision, management and maintenance of trees situated on parish owned land and the provision and management of allotments. To oversee all highways and lighting issues in liaison with West Sussex County Council. To manage and make decisions on the upkeep and repair of the town clock, parish owned bus shelters and public toilets, street sweeping, litter-picking and litter-bin emptying. To liaise with HDC over the operation of the HDC owned public car parks and oversee other parking issues in the town. To make recommendations to the Council on any matters it deems necessary.

1. General Responsibilities

- (a) To prepare an annual budget for submission to the Finance & General Purposes Committee (F&GPC) before the end of the fiscal year.
- (b) To monitor the Committee's monthly and annual budget and to advise the F&GPC Committee of any potential overspend.
- (c) To be responsible for and make decisions on any matter delegated to it by the Council or any other Committee or, any matter deemed appropriate for this committee.
- (d) To delegate authority to the Proper Officer and/or Councillors such actions as it deems necessary to ensure that the Committee's decisions are carried out efficiently and expediently and to ensure that the Proper Officer and/or Councillors report back to the Committee on what actions have been taken on its behalf.
- (e) To ensure that the Proper Officer complies with any delegated authority that he/she may be given from time to time by the Committee
- (f) To be responsible for and make decisions where appropriate on the following;
 - (i) the effective management of the Village Greens (VG 65 and 93)(Memorial Playing Field) and all open spaces and to have due regard for South Downs National Park purposes.
 - (ii) ensuring that all clubs operate with consideration of the Village Green purposes and protocols.
 - (iii) the maintenance and provision of play areas and arrangements for monthly and yearly play equipment inspections; the maintenance and provision of public seats and all other equipment and fencing.
 - (iv) the provision, management and maintenance of trees and hedgerows situated on parish land owned by the parish.
 - (v) grass-cutting contracts and agreements and to monitor all grass-cutting.
 - (vi) monitoring and taking measures as appropriate concerning dog fouling of recreation/sports areas controlled by the Parish Council.
 - (vii) Public Rights of Way matters.
 - (viii) management and allocation of public allotments.
 - (ix) maintenance of bus shelters
 - (x) maintenance of the Town Clock
 - (xi) maintenance of the Public Notice Board
 - (xii) parish footway lighting and all up-grading schemes
 - (xiii) road safety issues and TRO's
 - (xiv) hanging baskets, flower tubs and lamp post testing as required
 - (xv) monitoring contracts and agreements with regard to litter clearance and bin emptying
 - (xvi) the provision, management and maintenance of trees situated on parish owned land
 - (xvii) To deal with other matters that may from time to time be delegated by Full Council or those that are

deemed appropriate for this committee.

- (g) to liaise with WSCFC on local highway matters and to deal with flooding on the highways as appropriate
- (h) to liaise with HDC over the operation of the HDC owned public car parks cars and other parking issues.

2. Membership.

The maximum membership of the committee shall be seven, the quorum to be three councillors.