

# Terms of Reference for the Amenities Committee

## 1. Constitution

- 1.1 The Amenities Committee is constituted as a Committee of East Preston Parish Council.
- 1.2 The Committee's Terms of Reference may be amended at any time by the Council.
- 1.3 The Committee may from time to time investigate, discuss or review matters outside its Terms of Reference, if required to do so by the Council.

## 2. Authority

- 2.1 The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- 2.2 The Committee is authorised by the Council to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman of the Council and the Chairman of the Finance & General Purposes Committee.
- 2.3 The Chairman (or the Vice-Chairman) will attend regular meetings with the council's tenants – Angmering-on-Sea Lawn Tennis Club, East Preston & Kingston Bowls Club, East Preston & Kingston Village Hall Foundation and East Preston Cricket Club – alongside the Chairman (or Vice-Chairman) of the Council and the Chairmen of the Audit & Governance and Finance & General Purposes committees.

## 3. Membership

- 3.1. The Committee shall be appointed by the Council from amongst its members and shall consist of not less than three members and not more than five. In accordance with Standing Order 13(a)(vii), the Chairman and Vice-Chairman of the Council may attend all Committee Meetings and may exercise their right to speak and vote.
- 3.2. In accordance with Standing Order 13(a)(iii), the Committee shall elect a Chairman and a Vice-Chairman for the municipal year at its first meeting in every year.
- 3.3 The Assistant Clerk of the Council is Clerk to the Committee.

## 4. Attendance at Meetings

- 4.1. The quorum necessary for the transaction of the business of the Committee shall be at least one half of the members but not less than 3.
- 4.2. Any Councillor who does not attend three consecutive meetings of the Committee without having an excuse accepted will automatically cease to be a member of the Committee (as per Resolution 0757 – Full Council Meeting 3<sup>rd</sup> February 2014).

## 5. Frequency of Meetings

- 5.1 Meetings shall be held at least four times a year.
- 5.2 Additional Meetings may be called by the Chairman of the Committee or by order of the Council.

## 6. Responsibilities

**The Amenities Committee shall manage and control spending from its budget during the year and ensure best value at all times, subject to the appropriate Financial Regulations.**

The Amenities Committee shall be responsible for all aspects of the maintenance and enhancement of the natural environment within the Parish, its recreational, social facilities and buildings. Part of these come under the WRG Trust for which the Amenities Committee is responsible. At this time, the specific responsibility for **Parish Council land** includes:-

- WRG Trust - the Warren Recreation Ground (WRG) – Sea Road
- the land on Sea Road (known as the Village Green)
- WRG Trust - Two Acres (tree-lined walkway between Sea Road and Sea Lane)
- WRG Trust - the Children's Playground – WRG Car Park, Sea Road
- the two Car Parks (Village Green and WRG Trust – WRG car park – both along Sea Road)
- WRG Trust - Bowls Club Road (exc drainage) - off Sea Lane
- WRG Trust - the Public Tennis Court (located in the Warren Recreation Ground, Sea Road)

At this time, the specific responsibility for **Parish Council property** includes:-

- the Village Hall (run and maintained by the Village Hall Management Committee) – WRG Trust
- the Bowls Club (off Sea Lane) – under lease agreement – WRG Trust
- the Angmering-on-Sea Tennis Club (located in Homelands Avenue) – under lease agreement
- the Cricket Club (located in the Warren Recreation Ground) – under lease agreement and licence to include WRG Cricket Safety – WRG Trust
- the Public Toilets at Sea Road (WRG Trust) and South Strand (leased from ADC) – routine cleansing, maintenance and improvements

At this time, other specific responsibilities of the Parish Council includes:-

- Wooden Bus Shelters x 4 - (located at Fairlands, North Lane (opposite Hares of Sussex Garage), Station Road (east side), Worthing Road (north side), – provision and maintenance. These are in addition to WSCC perspex shelters throughout the village
- Noticeboards x 4 - (located at the Village Green – Sea Road, Village Hall Car Park – Sea Road, Northern Shopping Parade- Sea Road, Lashmar Recreation Ground - Lashmar Road) – provision and maintenance
- Litter/Dog Bins – collections made by Arun District Council. Additional bins and their emptying charges supplied by the Parish Council
- Public Seats – provision and maintenance
- Signage – additional facility signage
- War Memorial (including flagpole) located in The Street, outside the library – maintain and plant
- Street Lighting – consumption and maintenance charges for the Village Green and St Mary's Churchyard – a total of 5 columns
- Collection of rents from the Cricket Club, Bowls Club, Tennis Club and Village Hall Foundation

## 7. Contracts / Agreements

The Amenities Committee shall be responsible for the drawing up of specifications and the awarding of Contracts for:-

- Grounds Maintenance & Grass Cutting on Parish Council land (Warren Recreation Ground, Children's Playground, Car Parks, Two Acres, Village Green, entrance to Foreshores, Public Toilets frontages) plus additional grass cutting at the junction of Roundstone Drive/North lane around the Diamond Jubilee bench and planters and Sea Lane northern verge to accommodate Meadow Planting (Service Level Agreement with Arun District Council)
- Planting - The provision, planting and maintenance of all flower baskets, planters, troughs and ground displays throughout the Village plus landscaped areas at St Mary's Church frontage and the northern shopping parade
- Toilet Cleansing at South Strand and Sea Road (Service Level Agreement with Arun District Council)

- Angmering-on-Sea Street Lighting (Contract between the Angmering-on-Sea Estate Residents Association Ltd and the Parish Council)

The Amenities Committee shall be responsible for the monitoring of these contracts to ensure the highest standard is maintained for the duration of each contract.

The Committee shall be responsible for the setting up of any other contracts.

#### **8. Trees**

The Committee shall obtain the best professional advice from WSCC and ADC and any other appropriate bodies for the care of existing trees and the provision and maintenance of future tree planting on Parish Council Land.

The Committee will organise a Tree Survey and keep updated, with ongoing checks as advised, all trees on land under the Parish Council (Warren Recreation Ground, Village Hall Car Park, Two Acres and the Village Green) and undertake tree works as specified through the Survey. All trees in these areas will be tagged and identified in a log held at the Parish Council.

#### **9. Public Seats**

The Amenities Committee shall be responsible for the provision and regular maintenance of public seats and picnic tables and shall keep a Seat Register accordingly. The Committee shall be responsible for considering requests for the provision of dedicated seats from local residents and organisations.

#### **10. Litter and Dog bins**

The Amenities Committee shall be responsible for liaising with Arun District Council re: the provision and the contractual responsibility for the supply and emptying of litter and dog bins.

#### **11. Reporting Procedures**

The Chairman shall be responsible for bringing forward a Progress Report to the Council meeting following the Committee Meeting to update Council on the current and planned work programme.

**The Chairman and Assistant Clerk shall ensure that any specific matter which requires the consent of Council shall be placed on the Council Agenda as a separate item.**

**Tracy Khoo - Assistant Clerk**

**3rd August 2017**