

CROWAN PARISH COUNCIL

AMENITIES AND ENVIRONMENT COMMITTEE TERMS OF REFERENCE

The Amenities and Environment Committee exists to enrich the lives of parishioners and visitors to the parish by ensuring that the council provides and maintains safe and secure council-owned or -managed amenities in an efficient and cost effective manner.

Membership

1. The Amenities And Environment Committee (A&E) is constituted as a Committee of Crowan Parish Council. It shall be administered and managed in accordance with these Terms of Reference and the council's Standing Orders.
2. All councillors may attend and vote at committee meetings. A meeting of the committee must have at least three members in attendance to be quorate. The Chairman shall be elected annually by the committee at its first meeting following the Annual Meeting of the Council.
3. The Amenities And Environment Committee shall meet at least four times a year and the dates shall be arranged by mutual agreement and need.

Meetings

4. Meetings will be held in public. Minutes of all meetings shall be taken by the Clerk and presented at council meetings.
5. Members may propose agenda items in writing to the Clerk no less than five days before a meeting. The Chairman has the final decision on whether it will be placed on the agenda.
6. The committee may form working groups that include members of the public to pursue the council's interests in matters relating to these Terms of Reference. Non-council members of such working parties may speak at council meetings but may not take part in any vote. The committee may disband such a working group when it considers that that group's work is complete or no longer relevant.
7. All correspondence shall be conducted through the Clerk wherever possible. In the absence of the Clerk then it should be directed to the Chairman/Deputy of the committee.

Responsibilities and Areas of Interest

8. The objective of the Amenities and Environment Committee is to enrich the lives of parishioners and visitors to the parish by ensuring that the council provides clean, safe and secure council-owned or -managed amenities in an efficient and cost effective manner.
9. The committee shall assist local organisations with the running of their amenities when requested to do so and where to do so is, in the view of the committee, of benefit to parish residents.

10. The committee shall research and investigate issues and report and make recommendations to Council for consideration and approval.
11. The Committee has the delegated power to request or to supply information to or from any statutory organisation and to consider representations from parishioners.
12. The Amenities Committee's remit shall extend to –
 - a) The maintenance of buildings, open spaces, play equipment, noticeboards, litter bins, telephone boxes, bus shelters etc. and amenity areas owned by the council.
 - b) Commissioning, receiving and directing actions in response to surveys and inspections carried out on council property and amenities, such as play areas, trees etc.
 - c) Oversight of the commissioning and delivery of contracts to clear public footpaths under the Local Maintenance Partnership, the cutting of grass on parish council land, the public toilet and any other contracts that may from time to time be commissioned.
 - d) Recommending to council changes to contracts of works relating to the maintenance of council property and the parish footpaths.
 - e) The provision of the public toilet at The Plan, Praze-an-Beeble.
 - f) Council involvement in maintaining spaces and structures that it does not own, such as memorials, common land, bus shelters, signposts etc. and the relationship with the owners of them
 - g) Consideration of matters relating to the acquisition of land or facilities for recreational or related purposes.
 - h) The wider parish environment and its effect on the people of the parish, including highways and road traffic, developments etc.

Adopted By Crowan Parish Council on 9 March 2023