

Great Chart with Singleton Parish Council

Founded in December 1894

Amenities, Open Spaces and Environment Committee

Terms of Reference

Introduction

The Amenities, Open Spaces and Environment Committee is a committee of Great Chart with Singleton Parish Council, with responsibility for open spaces, play areas, grass cutting, footpaths, trees, the raised flowerbed, and general ground maintenance in the parish.

Purpose of the Committee

The committee will seek to improve the environmental responsibility of the parish council's operations by integrating environment into the decision making process. The committee will strive to make the Parish council a leading example of effective environmental stewardship.

Objective

The committee's objective is to improve the quality of life in Great Chart with Singleton by providing and maintaining local amenities and environment in an efficient, cost effective and environmentally sustainable way. The committee will also help formulate and implement policies that are relating to Open Spaces and Environment. The committee will also work to improve the biodiversity at local level to help mitigate climate change.

Notice of Meetings

At least three clear days notice (not including the day of issue and the meeting) in writing (to include email) shall be given of any Committee meetings.

Time and Place of Meetings

Meetings are scheduled for the calendar year but could be arranged according to need. Meetings should not take place in licensed premises unless no other room is available. Meetings will be open to the public unless existing powers are used to exclude the press and public in accordance with council guidelines.

Agenda and Order of Business

The agenda shall be prepared by the parish clerk in consultation with the Chair of the committee. The business of the meeting will normally be dealt with in the order that it appears on the agenda, except that the Chair (or Acting Chair) may, with consent of the meeting, give precedence to special or urgent business. The Committee will have the power to form sub-Committees in order to support its work.

Minutes from meetings

Minutes will be taken by the parish clerk of all meetings and shall include a record of apologies and a list of those attending. Draft minutes should be sent as soon as possible and approved by the Chair. The draft minutes of the previous meeting will be sent out with the agenda for the forthcoming meeting and presented at the next meeting for adoption. Matters arising should be for report only.

Membership

Membership to the Amenities, Open Spaces and Environment Committee shall be 5 Councillors. From time-to-time other individuals or organisations that support the aims of the Committee may be co-opted. The membership (representation) of the Committee shall be reviewed at the Annual Meeting of the Parish Council each May.

Adopted 08 March 2021

Amenities, Open Spaces & Environment Committee ToR

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Quorum

At all meetings of the committee three people with a power to vote shall form a quorum.

Reporting

The Amenities, Open Spaces and Environment Committee will report monthly to its parent organisation Great Chart with Singleton Parish Council.

Finance

The Amenities, Open Spaces and Environment Committee will operate under the financial regulations of Great Chart with Singleton Parish Council. The Committee will submit its budget requirement for consideration by the Finance Committee annually. Under no circumstances will the Committee incur expenditure beyond the budget authorised by Great Chart with Singleton Parish Council. No member of the Committee shall commit the council to expenditure other than by resolution at a Committee meeting. The Committee or Sub Committee shall not commit the Committee to any expenditure.

Terms of reference of the committee

- a) To manage the operation of all open spaces, playing fields, play grounds and allotments the responsibility of the Council.
- b) To review and monitor the grass cutting contracts together with the maintenance of all open spaces and to ensure that they are in safe condition for their use by the public
- c) To undertake and monitor health and safety inspections of all playground equipment.
- d) To prepare an annual budget for review by the Council's Finance Committee each year and to monitor expenditure against the annual budget approved by the Council.
- e) To keep under review opportunities to secure funding support from external sources.
- f) To be responsible for dealing with all matters relating to public rights of way to ensure the general upkeep of footpaths within the Parish, making recommendation to Council where necessary.
- g) To liaise with outside companies/agencies on amenity issues.
- h) To help reduce carbon emission
- i) To reduce waste, particularly single use plastic
- j) To promote recycling, reuse and reduce
- k) To increase planting trees and hedges in the parish
- l) To engage with the community and other organisations, including Singleton Environment Centre, Friends of Singleton Lake and Kent Wildlife Trust to deliver a green agenda
- m) To instal bird/bat boxes and hedgehog highways as well as improving green open spaces to enhance the biodiversity
- n) To hold events and educational activities
- o) To promote environmental awareness and understanding through the parish council's website and other publications
- p) To support the Borough and County Council's aim to improve air quality
- q) To undertake any other functions as may be required by the Parish Council working with other agencies on the following matters: Trees, Open Spaces, Benches, Dog Fouling, Litter Bins, Notice Boards and Signs.

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Changes to the Terms of Reference

On occasion there may be a need to change or add to these terms of reference. To do so, this must be raised as an agenda item for a forthcoming meeting of Great Chart with Singleton Parish Council.

The Terms of Reference were ratified at the parish council meeting held in March 2021	Signed by:	
Date: 08 March 2021	Chair:	Date: