



## NEWICK PARISH COUNCIL

### TERMS OF REFERENCE FOR THE ENVIRONMENT AND RECREATION COMMITTEE

<b>Scope</b>	<p>The committee will deal with matters associated with highways, car parking, public transport, bus shelters, street furniture, conservation areas, The Green and other Parish Council owned land, including the King George V Playing Field (KGVPF) and the Manwaring Robertson Field (MRF), and make recommendations to the Parish Council.</p> <p>The committee may appoint representatives to liaise with any organisation that might assist the committee.</p>
<b>Composition</b>	The committee will be comprised of three or more elected members and will appoint a Chairman and Vice Chairman. Non-Councillors may become Committee members without voting rights with the agreement of elected members.
<b>Quorum</b>	This will be three, of which two must be elected members
<b>Meetings</b>	The committee will meet as required.
<b>General</b>	<p>To consider all matters relating to Parish Council owned open spaces including The Green, playing fields and play areas. Ensure the annual, monthly and weekly inspections are undertaken and any required work is carried out with the approval of the Parish Council.</p> <p>To monitor, maintain and renew when required seats, litter bins, and other street and playground furniture, including the village notice boards.</p> <p>To use the services of the Village Handy Person or other contractors as required.</p>
<b>Public Transport</b>	<p>To promote and encourage sustainable public transport for the village.</p> <p>To maintain the Parish Council owned bus shelters.</p>
<b>Highways</b>	<p>To monitor all matters relating to highways and road safety within the parish.</p> <p>To liaise with the Highway Authority when necessary and report back to the Parish Council.</p>
<b>Encroachment</b>	To monitor overhanging vegetation and encroachment of any highway or public way within the parish and arrange for its removal by the landowner or the Highway Authority as appropriate.
<b>Reinstatement</b>	To monitor the proper reinstatement of highways, footways and verges within the parish.
<b>Parking</b>	To manage, maintain and improve any car parks under the control of the Parish Council. To monitor parking issues within the parish.
<b>Signs</b>	To consider any action required with regard to existing and additional signage within the parish.

<b>Conservation Areas</b>	To monitor the Conservation Areas and to make recommendations to Lewes District Council for enlarging the Conservation Areas.
<b>Future Plans</b>  <i>This section of the Terms of Reference is to be updated annually.</i>	<p>To review the area of The Green, High Street and Church Road Conservation Area.</p> <p>To organise regular litter picking in the village.</p> <p>To monitor dog fouling issues within the Parish.</p> <p>Ongoing management of the Skate Park facility.</p> <p>To consult with the relevant local authorities and developers on plans for the provision of facilities within the parish in accordance with the Policies and Community Actions contained in Newick's Neighbourhood Plan.</p> <p>To work with the trustees of Newick Sports Pavilion Charitable Trust to update the Sports Pavilion</p> <p>To review the playground equipment and resolve any maintenance issues</p> <p>To monitor the ongoing management of the wildflower areas.</p>
<b>Financial matters</b>	<p>To ensure that quotations are obtained for any work required in accordance with the Council's Financial Regulations and to authorise repairs, maintenance and improvements within the previously agreed budgets</p> <p>To seek funding for projects where appropriate.</p>

Reviewed and adopted 24<sup>th</sup> July 2023

Signed: ..... Chairman

The Clerk Mrs E Reece, 1 Paynters Way, Newick, Lewes, East Sussex BN8 4PH  
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