



# Slinfold Parish Council

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## **TERMS OF REFERENCE FOR THE RECREATION, YOUTH, ENVIRONMENT, HIGHWAYS AND BYWAYS COMMITTEE**

*These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations*

### **1. Membership and Meetings**

- a) Membership of the committee will be as decided at the Annual Council meeting each year, subject to the proviso that the chairman and vice-chairman of the Parish Council shall, in any event, be *ex officio* members.
- b) The Chairman of Planning can also be an *ex officio* member.
- c) The committee shall be subject to a quorum of three.
- d) The committee shall meet as required but at least 3 times a year.

### **2. Chair**

- a) The Chair of the committee will be elected at the first meeting of the Committee after the Annual Meeting of the Council.

### **3. Conduct of Meetings**

- a) All meetings will be convened in accordance with the Parish Council's Standing Orders.
- b) Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.
- c) A record of committee meetings i.e. minutes shall be circulated to the full council

### **4. Powers**

The committee shall be empowered to:

- authorise expenditure up to £3,000 provided such expenditure is consistent with the responsibilities and areas of operation of the Recreation, Youth, Environment, Highways and Byways Committee;
- Respond on the Parish Council's behalf on matters relating to Recreation, Youth and Environment and deal with The Police, Horsham District and West Sussex County Council's with regard to any highways or byways matter on the Parish Council's behalf;
- put forward a budget proposal for related expenditure not later than the end of November each year;
- consider relevant communications, consultations, visit relevant sites and consider any comments from members of the public before deciding whether to submit recommendations to the Parish Council.

## 5. Responsibilities and Main Functions

### **To consider matters in relation to Highways and Byways in the parish of Slinfold**

- a) To deal with the provision and maintenance of Parish Council assets on the public highway (Highways = Roads, Public Footpaths and Bridleways and Footways). Assets will include:-
  - i. Bus Shelters
  - ii. Village Signs and Gateways
  - iii. War Memorial
  - iv. Fencing and Vegetation
- b) The efficient and effective reporting of issues to West Sussex County Council (WSCC) relating to roads, pavements, public footpaths and bridleways (Public Rights of Way) trees and drainage in the parish.
- c) To actively promote Slinfold parish PROW's and inspect and report back issues on the same.
- d) To participate in any relevant meetings and work within the community in relation to Highway and Byways matters to include Community Speedwatch and the Flood Action Group
- e) To seek to influence residents and other stakeholders e.g. businesses, community groups etc. to maintain safety and take pride in the street scene i.e. the good look and feel of a rural parish.
- f) To take note of notices and any new legislation or regulations, changes in policy or other developments affecting the highways and byways.
- g) To liaise with the District and County Councils, the Environment Agency and any other group or organisation regarding highway and transport issues and infrastructure to include broadband, traffic management, bus routes timetables/issues, cycling and drainage schemes.
- h) The protection and enhancement of the Slinfold Conservation Area.
- i) To fundraise, bid or apply for grants to finance any initiatives which are consistent with the responsibilities of the committee.
- j) To review quotes under £3,000 making a recommendation to the Parish Council for approval.
- k) To work with other committees as and when projects require the involvement of other committees.
- l) To support the Clerk in the allocation of work to the Environment Officers.
- m) All correspondence shall be conducted through the Chairman and/or the Clerk of the Parish Council wherever this is possible.

### **To consider the matters of Recreation, Youth and Environment in the parish of Slinfold**

- (a) The efficient and effective management of all open and green space/recreational matters in the Parish including KGV, Cherry Tree and Six Acres.
- b) To seek high standards of health and safety, repair and maintenance in connection with Parish Council land and any equipment or buildings on it.
- c) To work with the community, sports associations, local authority and contractors in relation open spaces set aside for leisure, recreation and amenity.
- d) To approve work up to £3,000 with regard to open spaces and review quotes under £3,000 for Recreational facilities making a recommendation to the Parish Council for approval. Some contracts are renewed annually without the need for re-negotiation (e.g. play inspections). Others such as grounds maintenance are reviewed every 2-3 years.
- e) To consider and respond to documents relating to the Community Youth Worker/open and green space/recreation and the environment attending meetings as required.
- f) To support the Clerk in recreational and environment matters relating to the Environmental Officer.

g) To monitor the activities and deal with reports from specialists e.g. Trees, Play Inspections etc.

h) Fund raising for grants to finance any initiatives which are consistent with the responsibilities of the Recreation Youth and the Environment (RYE) Committee.

(i) The Recreation Youth and the Environment (RYE) Committee may canvas opinions for and against changes to open spaces set aside for leisure, recreation and amenity.