

WICKHAM MARKET PARISH COUNCIL

Environment and Leisure Working Group



Terms of Reference

- 1 **Objective:** To improve the quality of life in Wickham Market by providing & main amenities in an efficient & cost-effective manner.
- 2 **Membership**
 - 2.1 The Working Group shall consist of Councillors and non-Councillors appointed at the Annual Meeting of the Parish Council each May or a subsequent full Parish Council meeting
 - 2.2 The Chairman will be a Parish Council member and will be appointed at the Annual Meeting of the Parish Council or a subsequent full Parish Council meeting.
 - 2.3 The Quorum for a meeting will be a minimum of three Working Group members.
- 3 **Meetings**
 - 3.1 The Working Group will meet on a bi-monthly basis on the 3rd Monday of February, April, June, August, October & December.
 - 3.2 The Working Group will produce a Schedule of Meetings.
- 4 **Voting**
 - 4.1 The non-Council members will have voting rights to enable them to take part in discussions and vote on recommendations.
 - 4.2 Rules & Regulations
 - The National Code of Conduct will apply to all members of the Working Group.
 - The conduct of meetings will be governed by the Council's standing orders.
 - Decisions are determined by a majority vote.
- 5 **Rights & Powers**
 - 5.1 The Working Group has no delegated powers.
 - 5.2 Reports and Proposals for decisions should be presented to the full council in the appropriate format.
 - 5.3 The Working Group may convene Special Meetings in accordance with the Council's Standing Orders.
- 6 **Responsibilities**
 - 6.1 The Working Group will be aware of the Council's involvement with all highways, transport and environmental issues and review and respond to consultations when necessary.
 - 6.2 Monitor the appearance of the Parish and maintain and recommend improvements to such items as:-
 - Street furniture (bus shelters, benches, litter bins)
 - Notice boards.
 - Village signs
 - Hanging Baskets
 - Dog waste bins
 - War Memorial
 - Skate Park
 - Village Hall Play Area
 - Simons Cross Play Area
 - Allotments
 - Cemetery
 - 6.3 Monitor and help develop sports opportunities within the village.
 - 6.4 Recommend crime prevention measures including liaison with the Police and the PC's Police Liaison Representative.

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- 6.5 Be responsible for updating the Walks Leaflets within the Parish.
- 6.6 Monitor and promote public transport services and to encourage sustainable transport.
- 6.7 Monitor the implications of sport, recreation and cemetery items.
- 6.8 Assist the Village Hall Management Working Group with the maintenance and improvement of recreation grounds and amenity areas owned or managed by the Council.
- 6.9 Manage the cemetery and garden of remembrance in accordance with recommendations from WM Cemetery Group.
- 6.10 Manage the allotments in conjunction with the site representatives appointed by the Parish Council.
- 6.11 Promote a culture of safety by carrying out risk assessments and complying with health & safety procedures.
- 6.12 When recommending undertaking a new activity/event/service provision to WMPC, the Working Group will provide an assessment of potential risks/benefits and estimated cost of the undertaking.

The Working Group may defer the decision on any matter to the Parish Council if they feel that this is appropriate.