

# CUCKFIELD PARISH COUNCIL

The Queen's Hall, High Street, Cuckfield, RH17 5EL



## **Assets, Community and Environment Committee meeting 9 July 2020**

### **ACE007 - Terms of Reference**

The Parish Council will appoint the following committees with the composition, quorum and role and functions indicated:

#### **Assets, Community and Environment**

The Committee will comprise five or more Members.

The quorum of the Committee shall be one third of committee Members with a minimum three Members.

The Committee shall undertake the following role and functions:

- Responsibility for the buildings, land and amenities owned by the Parish Council.
- To oversee the management and running of any acquired land at the Ardingly Road & Buttinghill Drive developments and the Observer Field.
- To oversee the management and running of Courtmead Road and the Observer Field.
- To make recommendations to the HR/F&GP Committee on the resources necessary to discharge functions of all assets and facilities.
- To oversee the allotments and to make recommendations to Council on the formulation of any policy or strategy in relation to the discharge of the allotments function.
- To oversee the running of the churchyard and cemetery including the overseeing of any management contracts in place.
- To oversee the skate park at Whitemans Green.
- To manage street lighting maintenance on lights in the village owned by the Council.
- To oversee all matters relating to the maintenance and general upkeep of footpaths/twittens within the Parish, making recommendation to Council where necessary.
- To oversee the running of any Cuckfield Parish Council events which take place at any of buildings, land or amenities,
- To oversee the health and safety arrangements for all of the above functions and activities.
- To discharge all other aspects in accordance with relevant legislation, any policy or strategy relating to the Committee and its functions approved by the Council, and within the budget provision made by the Council.