

Terms of Reference for HPC Committees

What is the problem?

Overlap in some responsibilities between the Village Amenities (VA) and Recreation & Open Spaces (ROS) committees when created seven years ago, that over time has generated questions and ambiguity for the two committees and the Parish Office.

Recommendation

To retain existing Terms of Reference (TOR) and slightly reallocate responsibilities to different committees to deliver.

1. Create a new committee – to take on the bulk of the TORs from VA and ROS
2. Reallocate the following TOR to Finance Risk & Change Governance
 - To undertake a review of Licences/Leases relating to the Football Club, Leisure Centre, Tennis Club and Cricket Club etc

HPC New Committee structure

Twice monthly – Plans Advisory

Monthly – Children and Young People, New VA & OS

Quarterly – Museum, Commons (joint committee)

VILLAGE AMENITIES & OPEN SPACES (working title) COMMITTEE

Interim Terms of Reference

Management of amenities not dealt with by other Committees to include but not limited to-

(a) Dealing with the provision, maintenance and management of:

- i. Public seats
- ii. Flower tubs, hanging baskets and flower beds, to include those in Coopers Way, Bishop Lane, Wantley (including the grass areas surrounding the beds), the well and other beds in the Library Car Park and the Wantley roundabout
- iii. Bike racks/shelters
- iv. Public toilets and bus shelter(s) and public notice boards
- v. Christmas lights

vi Dog bins

vii contract, agreements and licences relating to the above

(b) To continue the policy of maintaining local street lighting, including the policy of upgrading lighting

(c) To employ personnel to deal with litter picking throughout the Village as necessary

(d) Dealing with transport related issues including Speed Watch

(e) Dealing with the provision, maintenance and management of the Cemetery and to comply with the Burial Act, to include the maintaining of proper books and records in connection with burials

(f) To oversee the organisation of the Remembrance events in Henfield

(g) Management of open spaces/ facilities, Playing Fields and grassed areas, to include the Kings Field, Sports Centre Field, Rothery Field, Memorial Field, including any Parish Council buildings thereon

(h) To manage, develop and promote the countryside, footpaths and bridleways in and around the Village

(i) Verge Management including Community Road Verges

(j) Trees and hedges – in consultation with interested parties and relevant Village organisations

(k) Management of non playing field open spaces - Sand Pit Field, Pinchnose Green, Borrer Bank and Rothery Bank Following HPC agreed Verge Management Plan

(l) The Leisure Centre Car Park, Link Road and matters relating to the Leisure Centre

(m) To undertake any project relevant to its purpose

(n) To receive and research any suggestions for development

(o) To make appropriate recommendations in respect of any suggestions and project, where appropriate including them on the Infrastructure Development Plan and considering funding options

q) To consider and recommend to the Finance Risk & Change Governance Committee the precept for the next financial year