

## Lawford Parish Council



**Council Offices:** Ogilvie Hall, Wignall Street, Lawford, Essex CO11 2JG

### Public Realm Committee Terms of Reference

**Note:** The Committee has an approved budget of £5,000.00

*Approved 16/09/19 item 43/2019 (b) This increases to £30,000.00 in the 2020/21 Budget.*

*Approved 18/11/19 item 67/2019 (b)*

1. The Committee will comprise of 5 Councillors
2. The quorum of the Committee shall be 3 Members
3. The Committee has powers to agree decisions and report issues to the next full Parish Council meeting where necessary
4. The Committee meets as per approved meeting dates published on the website and noticeboards.
5. The Committee shall undertake the following role and function:
  - a) To elect a Vice Chairman
  - b) To agree minutes
  - c) To discuss and take action where possible, with all Public Realm concerns within the Parish, which shall include but shall not necessarily be limited to Highways, Local Amenities and those matters formerly reserved to the Highways and Amenities Committees before their dissolution.
  - d) To ensure play equipment is kept in good working order, inspected on a regular basis and accurate records kept of inspections.
  - e) To ensure all new equipment is installed to the correct BSEN standards
  - f) To ensure Owls Flight Dell is maintained by Tendring District Council (who owns the site) in discussion with Lawford Parish council.
  - g) To survey annually all the Parish Council owned trees.
  - h) Allocated budget to be used for the repair and refurbishing of equipment and arboreal works.
  - i) To work with the Clerk to monitor ongoing issues

*Terms of reference updated and approved at the Full Council Meeting of 20 May 2019 Agenda ref:7/1920/1)*