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# TERMS OF REFERENCE – RECREATION, AMENITIES & ENVIRONMENT

**Date adopted:** 18th May 2022

**Review date:** Annually - May 2023

**Version Control:**

Version	Date	Author	Rationale/Detail
0.1	18/05/2022	Town Clerk	

## Membership

The Committee shall consist of 6 Members of the council.

## Delegated Responsibility

The Recreation, Amenities & Environment Committee has delegated authority to deal with the following matters to conclusion:

- To encourage green initiatives that make use of public spaces
- Administration, maintenance and use of the Collett Park in its entirety
- To organise an Annual Meeting of the Collett Park Charity and any such charity meetings deemed necessary
- To actively strive to achieve and maintain Green Flag Status for the park
- To undertake public engagement and consultation on matters that have an impact on the general public and users of the park
- To continue to support the parkrun events
- To implement items that increase public safety, security and welfare
- Provision, administration, maintenance and use of Allotments and the setting of the fees for the Allotment sites

- Setting of fees and conditions of use, and provision of equipment for areas under its control
- Liaison with community organisations which have an interest in recreational facilities in the town, including Collett Park
- Equipment and street furniture (new or replacement) within the area of its responsibilities and not under the control of any other committee
- The provision and installation of Festive Lights
- To provide the infrastructure for the provision of youth activities such as the Skate Park, BMX Track, children's play equipment and other Youth Club Projects
- To review the effectiveness of CCTV and represent the council at the respective forum meetings
- To oversee any administration requirements in relation to Charity Commission in relation to Collett Park Charity
- To set up such sub committees and working groups as necessary

### **Referred Business**

- To consider and make recommendations to the Town Council and / or Policy & Resources Committee on the following matters
  - Budget estimates to be prepared no later than November each year;
  - Provision of additional recreational facilities deemed necessary or desirable;
  - Provision and maintenance of new land for allotments;
  - Provision and / or improvement to the structural area of Collett Park;
  - Provision of new children's play equipment and recreational sites;
  - Improvement to the delivery of services following service review
  - Any other matters referred to the Recreation, Amenities & Environment Committee by the Town Council