



Title	TERMS OF REFERENCE
Committee/Group	Amenity Committee
Status	ADOPTED
Date	14 th May 2024

1.0 Purpose of the Amenity Committee

The Committee will act on behalf of the Parish Council in respect of all aspects of the upkeep and improvement of the Parish including the Rights of Way that cross it.

2.0 The Committee shall comprise of up to 8 members of the Parish Council.

3.0 The quorum of the committee shall be 3 members.

4.0 **Voting** - Only the members of the Committee may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

5.0 The Committee will meet every other first Tuesday of the month.

6.0 The meetings will take place in the Binfield Parish Council meeting room.

7.0 Key responsibilities of the committee are:

7.1 The Amenity Committee is responsible for formulating and executing the Parish Council's plans for open spaces, play areas and other amenities. The Committee will put forward to Full Council an Open Spaces Strategy every three years, setting out the vision for open spaces.

7.2 The Amenity Committee is responsible for developing budgets and appointing contractors to undertake all necessary amenity tasks and determining budgets to be allocated to improvement projects.

7.3 The Committee will develop policies to ensure the safe use of the parish open spaces.

7.4 The Committee is delegated to make decisions on all approved amenity budgets without further reference to a full meeting of the Council.

8.0 Operational Responsibilities

8.1 The Amenity Committee will take responsibility for the following areas:- Tennis Court/Tennis Association; Allotments; Play Areas/Equipment and Playground Inspections; Open Spaces & Planting Areas; Appointment, and management, of Contractors; Tree Assessment and Works, including reference to the TPO register; Asset (bins, benches, shelters and signage) repair, maintenance and replacement, Dog related issues; Lighting; Emergency Actions and public safety; and any other issues raised in these areas.

8.2 In addition, the Committee will work with Bracknell Forest Council and other community/environment groups, e.g. the Binfield Environment Group, on the following topics: - Footpaths and Bridleways Maintenance and Improvements; Annual Footpath inspections; Policy Documentation such as the Biodiversity Action Plan.

8.3 The Committee has the authority to spend its budget as allocated to the Committee. Should the Committee wish to make any expenditure which does not all fit within an approved budget for the Committee, recommendation should be made to Full Council.



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- 8.4 To consider consultations and correspondence regarding Amenity and Open Space management issues at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- 8.5 To consider reports from residents on any open spaces or amenity related issues and determine appropriate responses including referral to other community groups.
- 8.6 In line with recommended best practice the Committee will always aim to obtain 3 quotes for all tasks that are not covered by the existing Open Spaces contract. Where a task is priced at under £1,500 work may be instructed without 3 quotes.