

**Recreation, Highways and
Amenities Committee**

Terms of Reference May 2025

Reviewed Annual Meeting 19 May 2025 Minute Number AM10/25

ITEMS TO BE DELEGATED FROM THE FULL COUNCIL TO THE RECREATION COMMITTEE

- To set fees and charges for the hire of facilities including sports licences, car boot sales, events and allotments agreements (*some items may need to be referred to Finance Committee and/or Full Council*)
- To draw up a budget of expenditure for consideration by the Finance Committee and Council
- To draw up and/or amend Byelaws (*may need to recommend to Full Council*)

Parks, Playing Fields and other public open spaces in the Council's ownership

To deal with the management of the Council's public open spaces, namely:

- Victory Park (including play area, bike ramps, youth shelter, general park furniture and peace garden)
- Ashway Court Open Space & Play Area
- Hamwell Leaze
- Queen Elizabeth II Field, Dudbridge (including pond and ramp area)
- Elm Road playing field (including play area and MUGA)

Day to day management and maintenance of the above sites to be delegated to the Clerk and grounds staff; Clerk to consult Committee Chair and/or Council Chair as necessary in case of emergency maintenance and/or maintenance requiring urgent expenditure over the Clerk's normal threshold.

- To deal with any items arising from playground inspections and to agree the purchase of new play equipment
- To deal with mowing, facilities, pitch maintenance and other grounds maintenance contracts

To deal with the maintenance and purchase of

- bins and waste disposal
- seating
- lighting
- signs and notice boards
- fencing, gates and boundaries
- planting and maintenance of trees, hedge, conservation areas or other planting schemes
- building repairs, improvements and maintenance



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- footpaths
- sports equipment

Youth

- To arrange or review youth facilities and activities

Allotments

- To draw up and review tenancy agreements with allotment associations
- To recommend a scale of fees and charges
- To liaise with allotment association officers
- To deal with any matters arising in association with the allotments

Highways

To investigate matters relating to the highways issues of the parish and represent residents on these matters.

The Committee will be responsible for the following:

- Dealing with all matters relating to:
 - Roads and adjoining footways
- Trees on or adjacent to highways
- Traffic problems generally
- Street furniture including bus shelters, noticeboards, benches, etc.
- Public transport;
 - Public footpaths and rights of way; and
- To monitor traffic management and speeding issues within the parish and report to the relevant authorities.
- To monitor transport issues including those related to parking, cyclists, bus service and shelter requests, reporting to the relevant authorities.
- To liaise on a regular basis with the Local Highways Officer and other members of the Highways Department at County Council.
- To make representations to the relevant authority in respect of highways management and maintenance e.g. roads, footpaths, pavements, cycleways, lighting, gritting, bollards and other observations.
- Report matters associated with Highways projects and consultations. Formulate bids for schemes, understanding that budget approval is required by Full Council prior to submission.
- All the above to be carried out in line with the annual budget.
- To provide reports to Full Council on work undertaken.