



Environment & Recreation Committee

Terms of Reference

The Environment & Recreation Committee is appointed by, and solely responsible to, Burghfield Parish Council. The Committee's duties are defined and agreed by the Parish Council, which may vote, at any time, to modify the Committee's powers.

Committee Membership

Chairmanship: The Chair is appointed at the Annual General Meeting of full council in May each year. A Vice-Chair may be appointed by majority decision of the committee.

Members: The Committee will consist of no fewer than 5 elected members.

(The Chairman & vice Chairman of the Parish Council have automatic membership and full voting rights)

Quorum: 3

Terms of Reference

The Committee will meet a minimum of **five** times per year.

1. The Committee is responsible for ensuring the administration, maintenance and development of the following Play Areas and Open Spaces within the parish:
 - a. Common Recreation Ground
 - b. Old Recreation Ground
 - c. Hatch Recreation Ground
 - d. Wells Recreation Ground
 - e. Auclum Green
 - f. Burghfield Skate Park
 - g. Badgers Glade
 - h. School Firs
2. The Committee will be responsible for maintaining the play areas as community facilities and making recommendations for any improvements taking into account any potential or additional equipment required.
3. The Committee will ensure that the parish council are insured, and all play areas are properly maintained with weekly, quarterly and annual safety checks being completed.
4. The Committee will ensure all health and safety requirements are met.
5. The Committee will consider all matters referred to it by the Council and, where appropriate, will recommend suitable courses of action.
6. The Committee will consider any proposals for acquisition or disposal of any equipment within any play area or open space and make recommendations to full Council.
7. The committee will ensure that any environmental or general maintenance identified or required within the parish is actioned. Should the level of expenditure exceed delegated authority a full recommendation will be presented to full council.
8. The committee will review and monitor the Tree Management Plan to ensure works required are undertaken within the timeframe specified by the council appointed Arboriculturist.
9. The committee will liaise and work in partnership with West Berkshire Council to

ensure the maintenance, and reporting of damage, to any Right of Way, Cycle way, footpath or pedestrian pathway within the parish.

10. The committee will ensure the parish remains as litter free as possible by providing adequate facilities for litter collection within the parish.
11. The committee will set an annual budget for consideration by the Finance and Audit Committee and monitor its financial performance against the budget previously agreed by the Council.
12. The committee has a duty to consider the long-term environmental impacts of its decisions and take steps to reduce BPC's carbon footprint and promote sustainability.
13. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.