



TERMS OF REFERENCE SUSTAINABILITY ISSUES & OPEN SPACES COMMITTEE

These rules are supplemental to, and do not in any way override the Parish Council's Standing Orders &/or Financial Regulations

1. Constitution

- a. The Committee shall comprise of at least six members of the Parish Council, to be confirmed every year at the Annual Parish Council meeting.
- b. Any changes in membership of the Committee following the Annual Parish Council meeting shall be subject to approval at the next Parish Council meeting.
- c. Quorum of the subcommittee shall be three.
- d. The Parish Clerk (non-voting) be responsible for taking the minutes and giving notice of the next meeting. Meetings can be called with a minimum of three days' notice.

2. Conduct of Meetings

- a. All the meetings of the Sustainability & Open Spaces Committee will be convened in accordance with the Parish Council Standing Orders.
- b. Meetings will be minuted by the Clerk to the Council where possible.
- c. The Sustainability & Open Spaces Committee meeting should be called bi-monthly.

3. Powers of the Sustainability Committee

The Sustainability & Open Spaces Committee shall be empowered to:

- a. Act on behalf of the Parish Council in respect of any Sustainability issues.
- b. At the discretion of the Committee, to raise any Sustainability matters with Full Council where appropriate.
- c. To carry out research of the parishioner's opinions about the open spaces and recreation facilities, that are required for all wards of the Parish, utilising a variety of measures including (but not limited to) questionnaires and public meetings.
- d. Investigate costs of any proposal along with potential funding options available, to include grant application(s), Parish Council borrowing to spread the cost over a period of not more than 10 years. Consideration to the effect upon the annual precept must be considered.
- e. Approving the use of Open Spaces for all purposes for periods not exceeding sixteen weeks.

- f. The Committee has the delegated power to incur expenditure on behalf of the Parish Council on all approved budget items (Council will approve budget items as part of its annual budget setting procedures) in accordance with Financial Regulations. The Clerk's emergency Power of Expenditure may be utilised in emergency situations from a maintenance or health and safety nature. Any overspend or non-budgeted items should be approved by Council. The officers should obtain quotes for all work.

4. Responsibilities and Areas of Operation of the Sustainability and Open Spaces Committee

- a. To promote the conservation and sustainable use of natural resources.
- b. To minimise environmental pollution and waste in all of the Parish Council's own activities and encourage the conservation, reuse and appropriate recycling of resources.
- c. To seek to eliminate the unnecessary use of energy.
- d. To reduce the need for movement of people by satisfying local needs using local resources and encouraging walking, cycling and public transport.
- e. To work in partnership with the public and other organisations to promote the health of the area both ecologically and physically.
- f. To develop means for the parish council to build environmental concerns and sustainability into all its policies.
- g. To promote understanding and participation in environmental issues throughout the Parish through education, information and consultation.
- h. To look at all aspects of the use of and upkeep of all open space maintained and controlled by Heath Hayes & Wimblebury Parish Council.
- i. Heath Hayes & Wimblebury Parish Council is not legally responsible for the footpaths or roads within the Parish boundary but is conscious that resources are limited. As the first point of contact for the local community, the Committee aims to assist by helping to:
 - act as a contact point for the local community.
 - promote accessibility of Parish footpaths for parishioners and visitors.
 - promote the improvement and good maintenance of Parish footpaths.
 - promote the use of Parish footpaths.
 - liaise with the County Council, landowners and other interested parties.
 - lobby when work by other parties is required.
 - act as a forum to take forward speed calming in the parish

Signed: 

Dated: 

Minute Reference: 