

FENSTANTON PARISH COUNCIL
GENERAL PURPOSES (GP) TERMS OF REFERENCE

1. Purpose and objectives

a) To ensure the outdoor environment within the Parish is maintained to high standards and provides a safe and engaging environment
b) To recommend the best possible outcomes for the residents and the environment of Fenstanton

2. Scope

The council has delegated to the GP committee and on which that committee may, at its discretion, make a final decision, subject to any financial limits the council may set.

a) GREENS AND HEDGES
This committee will arrange contracts for the cutting of trees, grass (including Headlands football pitch), hedges which the Parish Council is responsible and ensure compliance with agreements by other responsible authorities.
It will also liaise with the appropriate authorities about the trimming and cutting of all problematic vegetation and foliage which is not the responsibility of the Parish.

b) FOOTPATHS – rights of way
This committee will ensure that the public footpaths are not obstructed, the grass, hedges, bushes and trees are regularly cut and that the course of the footpaths are indicated by the appropriate authority.

c) **ROAD MAINTENANCE AND TRAFFIC ISSUES, including parking and speeding** This committee will liaise with the appropriate authorities on the proper repair and drainage of roads and traffic management. Attention will be given to potholes, localised flooding, sewage and drain clearance, inconsiderate parking, road signs, bus shelters and overhanging bushes amongst other issues.

d) WATERWAYS AND DITCHES
This committee will liaise with the responsible authorities on the cleansing of public waterways and with landowners whose ditches affect road drainage or cause a public nuisance.
Flooding to homes and property.

e) VILLAGE POND, GREEN AND CLOCK TOWER
This committee will ensure the village pond is kept clean and that the Clock Tower is kept in good repair. The whole of the Clock Tower area to comply with conservation requirements and all health and safety and other regulations.

f) OUTDOOR RECREATION FACILITIES
This committee to review the need for provision of all outdoor recreational equipment and facilities including that in the adult gym, play areas along with benches and picnic tables at outdoor areas. It shall ensure that such equipment is properly and safely maintained and inspected annually. It shall keep any recreation facilities in a good condition.

3. Membership

a) The committee should consist of a Chairman and Vice Chairman and at least 4 other Councillors appointed at a Annual Meeting of the Full Council. The Committee will be subject to reconstitution annually at the Annual Meeting of the Parish Council.
b) The committee is open to any other Councillor as observers.
c) The committee shall, appoint a chairman for the forthcoming year at the Annual Parish Council Meeting.

4. Decision making

a) The committee shall be quorate if three or more members are present but only if either the Chair or Vice Chairman is present.

5. Meetings

a) The Committee shall meet at least six times per year.
b) The first meeting of the year should be held as soon as necessary after the start of the annual cycle, in April.
c) The decision to call a meeting shall be made by the Clerk, Chairman of the committee or following instructions from the full PC meeting

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6. Reporting

a) The committee will report to the full council, either through the chairman of the committee or an attending member, at its next relevant meeting.
b) The report should consist of a brief report of the meeting, any recommendations made and, where necessary, will request the advice and views of the full council

7. Review

a) The performance of the committee and its terms of reference should be reviewed and evaluated annually, against the performance and objectives set out above.

Document History

Version	Action	By	Date
1.00	Draft prepared	Kevin Mitchell	06.10.20
1.01	Amended and approved	F&C Committee	03.11.20
1.10	Approved	Fenstanton Parish Council	12.11.20
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