



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



ENVIRONMENT AND SERVICES COMMITTEE

TERMS OF REFERENCE

1. Introduction

- 1.1 Rushmere St Andrew is a unique parish bordering the eastern side of the county town of Ipswich. Within the parish are two Local Nature Reserves, the Mill Stream LNR which borders Kesgrave, and the Sandlings LNR which borders Rushmere Common. There are two village ponds. Several play spaces are located throughout the parish. A well-managed Allotment Field is set within the northern part of the village. Numerous footpaths criss-cross the parish with some extending far beyond.
- 1.2 Rushmere St Andrew Parish Council therefore, has a significant role to play in the protection and care of the environment. The council also has an important duty in providing amenities within the parish. These include a range of play and leisure facilities for all ages. In conjunction with other local authorities, the parish council is committed to maintaining a safe and tidy environment.
- 1.3 The parish council is responsible for Rushmere St Andrew Lawn Cemetery. The E&S committee will deal with this important function on behalf of the council.
- 1.4 Rushmere St Andrew Parish Council works alongside East Suffolk District Council and Suffolk County Council. The parish council recognises the significance of those partner agencies and the importance of effective communication of the work they do, particularly in terms of the part they play in the day-to-day lives of parishioners.

2. Governance

- 2.1 The E&S committee is appointed by, and solely accountable to, Rushmere St Andrew Parish Council. The committee's duties and functions, as set out in these terms of reference, are defined and agreed by Full Council and that any proposed variation of the terms of reference shall be voted on at Full Council.

3. Meeting Arrangements

- the committee will meet four times a year within the working calendar of the parish council
- meetings will be held in either the Village Hall, Tower Hall or some other suitable venue within the parish which the Clerk or Assistant Clerk will arrange.
- Minutes will be taken by the Clerk or Assistant Clerk.



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



4. Delegated Authority

- 4.1 The Environment and Services Committee has delegated authority to approve spending for the responsibilities of the E & S committee in accordance with the budget set by the parish council at its Annual Budget Setting meeting.

5. Sub-Committees and Working Panels

- 5.1 The E&S committee has authority to appoint sub-committees and / or working panels. Two formal Working Panels must be set up at the first meeting of the E&S committee and thereafter confirmed at the first meeting of the E&S committee following the Annual Meeting of the Parish Council. These are the Lawn Cemetery Working Panel and an Allotments Working Panel.
- 5.2 Persons who are not parish councillors may be members of ~~co-opted onto~~ sub-committees and working panels, where such persons are able to offer guidance and expertise.
- 5.3 The Registrar of Burials will be a member of the Lawn Cemetery Working Panel.
- 5.4 The Allotment Manager will be a member of the Allotment Working Panel. Where they are a councillor they will have voting rights.
- 5.5 A sub-committee or working panel shall have a minimum of three councillors and up to three non-councillor members. A chairman will be elected and meetings will be held on a similar basis to full committee meetings.
- 5.6 Minutes of proceedings will be recorded. Any and all decisions taken by sub-committees and working panels must be reported, either at the next meeting of the EAS committee, or by a meeting of the full council.

6. Purpose

- 6.1 Environmental services are vital to any community. The parish council has its part to play in the provision of those services.

7. Aims

- 7.1 Rushmere St Andrew Parish Council aims to provide, and maintain in good order, a range of leisure facilities. This committee aims to provide a well-maintained Allotment Field. A working panel of this committee will deal with all aspects of the care and maintenance of the Lawn Cemetery. The main committee aims to protect and enhance the environment of the parish.



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



8. Responsibilities

8.1 The Environment and Services Committee will be responsible for:

- Playing fields, play spaces and associated parish land
- Play and leisure equipment
- Safety inspections of play and leisure equipment
- Village ponds
- Allotment field and communication with the Allotment Manager
- Lawn Cemetery and liaison with the Registrar of Burials
- Advising on Tree Preservation Orders
- Care and maintenance of Amenity Areas, Verges and other land transferred from East Suffolk Council and / or Suffolk County Council
- Shared maintenance, of the Sandlings and Mill Stream LNRs
- Liaison with Greenways Project Team
- Liaison with contractors
- Provision and maintenance of Defibrillators
- Shared responsibility with the Planning and Transport Committee on Road Safety
- Shared responsibility for care and maintenance of parish footpaths
- Provision will be made by this committee to enable the parish council to eventually take on sole responsibility for areas of land transferred from other authorities following "tapered relief"
- Liaison with the Community Engagement Committee to publicise the full range of activities
- Provide information as required to full council
- Provide articles for the bi-annual parish Newsletter
- Setting out an Emergency Plan for the council

9. Delivery

9.1 The E&S committee will appoint two mandatory working panels of the parish council. Viz. The Lawn Cemetery Working Panel and the Allotment Working Panel. The working panels will report to committee, and, as required, on to full council.

9.2 The E&S committee will advise on the appointment of representatives to liaise with authorities and organisations dealing with environmental issues. It is expected to have a representative on the Rewilding Forum of the East Suffolk Community Partnership.



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



- 9.3 There will be councillor to represent the parish council on the Rushmere Commoners Management Committee.
- 9.4 A Tree and Pond Warden will be appointed.
- 9.5 Further working panels may be appointed. Likewise, representatives may be appointed to other environmental organisations.

In all other aspects the Parish Council's standing orders will regulate the procedures of the Committee.