



## Working for the Community in Rotherfield, Mark Cross, Eridge Green, Boarshead and surrounding areas

### RECREATION AND BURIAL COMMITTEE TERMS OF REFERENCE

#### MEMBERSHIP

- Membership shall consist of a minimum of six Council members elected annually and also includes the Chair and Vice Chair of the Council who are "ex officio" voting members of all Council Committees.
- A Chair and Vice Chair of the committee shall be elected at the Annual Meeting of the Council and the members appointed.
- A quorum shall consist of the Chairman and four further members.

#### THE COMMITTEE WILL MAKE RECOMMENDATIONS TO THE PARISH COUNCIL AS FOLLOWS:

To request an annual budget allocation based on maintenance and improvements requirements for the following areas of Parish land.

Held under freehold title by the Parish Council: -

- Recreation Ground and car park, North Street, Rotherfield.
- St Denys' Old Burial Ground, Rear of St Denys' Church, Rotherfield.
- Rotherfield Parish Cemetery, Eridge Lane, Rotherfield.
- Amenity Land between Court Meadow and The Surgery, Rotherfield.

Held under lease by the Parish Council: -

- Car parking area adjacent to Rotherfield Parish Cemetery, Eridge Lane, Rotherfield.
- Millennium Green and car park, Mark Cross.
- Allotment site off Chant Lane.

#### THE COMMITTEE HAS DELEGATED RESPONSIBILITIES AS FOLLOWS:

- To act within the annually agreed budget and expenditure guidelines.
- To monitor and tender for contractors to maintain grass, hedges and trees in the areas noted above.
- To monitor and annually review the litter-picker's contract in conjunction with the Highways, Lighting and Transportation Committee.
- To review and amend the scale of fees, rules and regulations relating to the Old Burial Ground and Parish Cemetery.
- To liaise with the Allotment Society regarding issues associated with the allotments in Chant Lane.
- To consider urgent matters that would normally fall within the remit of the Planning and Building Committee, Highways, Lighting and Transport Committee or Full Council. These may be considered at a meeting of this Committee subject to consultation and agreement of the relevant Committee or Council Chairman.
- To act on behalf of the Community under Powers granted by s45 of the 2006 Commons Act to protect the area of unregistered Common Lane known as Town Row Green should this be required.

**Clerk:** Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

**Tel:** 07969512099. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter @rotherfieldpc and on Facebook



## **Working for the Community in Rotherfield, Mark Cross, Eridge Green, Boarshead and surrounding areas**

### **MEETINGS**

- The Parish Clerks will compile a meeting timetable each year for the Committee, with meetings be held at a minimum frequency of three monthly.
- All Councillors are welcome to attend meetings of this Committee but only those appointed to it may participate and vote.
- Minutes of all meetings will be recorded by the Parish Clerks or by any member nominated at the meeting. Draft minutes will be circulated to all Council members and published on the Council website as soon as available.

### **REVIEW**

These terms of reference are to be reviewed annually.

**Clerk:** Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

**Tel:** 07969512099. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter @rotherfieldpc and on Facebook

Recreation and Burial Committee Terms of Reference as reviewed and updated at the 5th July 2022 meeting of the Committee.docx