



Leisure and Environment Committee

Terms of Reference (v5)

Purpose

To oversee all matters relating to a) the environment including the effects of the climate emergency b) leisure and sporting opportunities for residents and visitors. To manage, maintain and develop those open spaces and play areas in the Council's ownership.

Principles

The Leisure and Environment Committee is accountable to the full Council and the people of Halesworth. It will undertake its duties in a transparent and fair fashion. This will include, where appropriate and possible, working with other organisations/stakeholders, seeking expert advice, consultation with residents and seeking external funding.

The Committee will operate in accordance with the Council's overarching General Matters & Code of Conduct for Committees policy.

Responsibilities

- 1. Climate and environmental sustainability:** To agree, implement, manage, and monitor HTC's strategy regarding climate and environmental sustainability, putting our climate and environment at the heart of decision-making. Specific projects include but not exclusively: recycling, tree planting, river health, open space maintenance, EV charging, information and advice.
- 2. Open spaces and gardens:** To agree, implement, manage, and monitor HTC's strategy for the Town Park, Arboretum and other open spaces, including verges. This to include but not exclusively: seating, bins, biodiversity, maintenance, developing new spaces such as nature reserve
- 3. Play areas:** To agree, implement, manage, and monitor HTC's strategy for the play areas and play equipment in the town. The Neighbourhood Plan sets out which areas should be upgraded to NEAP level. This includes but not exclusively: inspection of equipment, replacement, upgrading where required.
- 4. Town Park (including Skatepark and play area):** To agree, implement, manage, and monitor HTC's strategy in relation to the whole of the Town Park ensuring all age groups are considered. This to include but not exclusively the Skatepark, Basketball and Teen Shelter (Tinny) area, the Jane Kircher playground, the New Reach and the open spaces.
- 5. Youth Provision:** To work with the Youth Action Halesworth-Rural group to plan and provide a sustainable youth service

6. Sport: To actively engage and support town organisations involved in the provision of sport and leisure

7. Tourism: To support activities that promote the town as a visitor destination. The Wayfinding and Signage working group will report to this committee.

8. Events coordination and marketing. To work collaboratively with groups that presently organise events ensuring coordination, marketing and development of possible new events for residents and visitors throughout the year

Allocation of NP Non-Policy Actions to the new Committees

Leisure and Environment Committee

NON-POLICY ACTION: NEW NATURE RESERVE

Halesworth Town Council will continue to seek engagement with all landowner interests in order to secure the necessary agreements to deliver the new Nature Reserve

NEIGHBOURHOOD PLAN ACTION: RIVERS AND WATERWAYS 1

Halesworth Town Council will support the Environment Agency and Suffolk Wildlife Trust to ensure that the town's rivers and waterways are managed in ways that bring better water quality, greater biodiversity and improved habitats for wildlife. It will:

- i. seek to collaborate with work on biodiversity improvement projects and riparian tree planting schemes along the River Blyth and its tributaries;
- ii. seek to collaborate with the Environment Agency to better understand flood risks and local floodplains and to ensure they are professionally managed, so contributing to increased biodiversity and improved habitats; and
- iii. collaborate with the Environment Agency to provide up-to-date information to residents on flood risk and river maintenance programmes.

NEIGHBOURHOOD PLAN ACTION: RIVERS AND WATERWAYS 2

Halesworth Town Council will work with relevant stakeholders to ensure that the management and maintenance of green spaces, including grass verges, is done in ways that support biodiversity and wildlife.

(NB where will responsibility for the maintenance contract lie as this needs to form the basis of any renewal)

NEIGHBOURHOOD PLAN ACTION: IMPROVED SIGNAGE FOR CYCLISTS AND PEDESTRIANS

Halesworth Town Council will take a lead in devising a signage strategy for pedestrians and cyclists in the town centre and commissioning local artists to design signage that best reflects Halesworth.

NEIGHBOURHOOD PLAN ACTION: SIGNAGE AND WAY FINDING

Halesworth Town Council, with partner organisations in the People and Places action group, to take a lead on setting up a design team, including professional input where necessary, to scope, propose and implement improvements to the signage and wayfinding for Halesworth.

Consultation with businesses and residents will be essential.

(the Wayfinding and Signage working group has now come over to L&E from Planning and Highways and deals with signage for pedestrians although not much for cyclists)

NON-POLICY ACTION: FUNDING IMPROVEMENTS TO EXISTING PLAY FACILITIES

Halesworth Town Council will use Community Infrastructure Levy (CIL) funding to improve the quality of existing Local Equipped Areas for Play (LEAPs) and Local Areas for Play (LAPs) in Halesworth.

HTC Committees

General Matters & Code of Conduct (v4)

Scope of authority of Committees

- a. The Council has delegated responsibilities to its Committees. These are set out in the relevant Terms of Reference. Committees must agree, implement, manage, and monitor strategies relating to those responsibilities especially where the Council has ownership of land or buildings.
- b. Committees must take note of the actions and policies set out in the Neighbourhood Plan as they relate to their responsibilities and where relevant ensure their decisions support these actions and policies.
- c. Committees will engage and consult with any representatives of relevant authorities, interested parties, user groups, professional bodies, landowners, and the public, as necessary to further the responsibilities listed. This can include co-option of individuals onto a Committee where they can offer specific knowledge or skills needed.
- d. Committee meetings (including meeting dates, co-opting members of the public) are governed by the normal rules and procedures as set out in HTC's Standing Orders and by NALC/SALC recommendations for such meetings.
- d. Committee may from time to time and as required engage the services of professional bodies to further its responsibilities.
- f. Committees have the authority to make decisions within the scope of its responsibilities and its agreed annual budget.
- f. Committees may not exceed their budget without approval of the Council.

Council Policies: Develop and recommend policies relevant to the committee and submit to full council for approval

Communications: To prepare reports on specific items or general progress for the Council and public documents/website

Membership

In accordance with Standing Order 4 the membership and the Chair of the Committee will be determined by the Council annually.

In accordance with Standing Order 4 unless the Council determines otherwise, the Committee may create working groups and sub committees of which members may be non-Councillors.

Code of Conduct

All Committees members, including those of sub committees and working groups, must abide by the principles and practice of the Town Council Code of Conduct including declarations of interest, both pecuniary and non-pecuniary, a copy of which will be supplied to all members.

The Committee will abide by the following principles:

- i. Be clear and open when their individual roles or interests are relevant or in conflict with the matter under discussion.
- ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief;
- iii. All communications from the Committee and individuals on the Committee should be via the Clerks' Office and in line with the relevant Council policy. Individuals on the Committee may not independently issue any information or personal views of any kind related to the Committee and its responsibilities through the use of any kind of media.
- iv. The Committee has the authority to remove non-Council members on sub committees or working groups of the committee found in breach of the Code of Conduct.
- v. The Council has the authority to remove Council members of the Committee found in breach of the Code of Conduct.

Changes to the Terms of Reference

This constitution may be amended with the support of at least two-thirds of the current membership at a committee meeting and with the approval of the Town Council.

Dissolution of Committee

Committees will be dissolved by agreement with the Town Council.

All decisions and actions of the Committee will be implemented by the Town Clerk and/or delegated to the relevant staff unless the Committee has appointed a councillor for a specific task. The Clerks' day to day responsibilities for the assets under 'Responsibilities' are briefly laid out in the agreed 'Proposals for Committee responsibility V3 6th October 2021' agreed by the Council – minute ref 68.11 (1st November 2021)