

# THURSTON PARISH COUNCIL

Parish Council Office  
New Green Centre  
New Green Avenue  
Thurston IP31 3TG

Tel: 01359 232854

e-mail: [info@thurstonparishcouncil.gov.uk](mailto:info@thurstonparishcouncil.gov.uk)

website: <http://thurston.suffolk.cloud>



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## TERMS OF REFERENCE FOR THURSTON LEISURE and ENVIRONMENT COMMITTEE

### **Purpose of the committee:**

The committee is established to:

- manage, maintain and improve the sports, recreational and leisure facilities on behalf of the Parish Council
- protect and enhance the biodiversity and preserve the environment of the parish of Thurston

The committee is to comprise a minimum of seven members of the Parish Council with a Chair who will be elected annually at the Statutory Annual Meeting of the Parish Council. Five members of the Committee will constitute a quorum.

Meetings to occur on a monthly basis and such meetings will be scheduled for the year and called by the Parish Clerk as Proper Officer to the Council. The Deputy Clerk will provide full administrative support for the Committee. Minutes of all meetings will be recorded by the Deputy Clerk, or any member nominated at the meeting. The written minutes, taken to record the Committee's decisions, will be received in draft form at the next full Parish Council meeting.

Minutes will be formally signed at the next relevant Leisure and Environment Committee Meeting.

The Council's Standing Orders on the rules of debate (except those relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters will apply to this committee.

If the numbers of the Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any such business not transacted shall be transacted at the next meeting or on such other day as the Chairman shall arrange.

On occasions, the Committee may be accorded temporary Delegated Powers under LGA 1972 s.101 with specific items on behalf of the Full Council under Resolution.

### **Responsibilities of the committee:**

1. To keep under review the provision of the sports and recreational facilities for the residents of Thurston at the following locations:
  - Play equipment at the Recreation Ground, Church Road
  - Recreational Park at New Green Centre

- Recreational Ground at Heath Road
  - Public Open Space at New Green (as per the agreement between the New Green Trust and the Parish Council)
2. To oversee the upkeep, maintenance and improvement of the above areas, including trees, hedgerows, seats, signs and litter bins.
  3. To ensure monthly inspection sheets are completed and submitted to the Deputy Clerk for the above areas, highlighting remedial action required.
  4. To ensure that quarterly (where appropriate) and annual safety inspections are conducted to meet legal requirements for the above spaces.
  5. To be responsible for overseeing the Parish Council's Health and Safety Policy in all areas that the Committee manages / oversees.
  6. To lead on and submit tenders for approval to full Council for all aspects of maintenance and ground works for these areas in accordance with the Parish Council's financial regulations.
  7. To proactively support the development of events on open spaces and identify opportunities for improvement.
  8. To advise the Parish Council of the impact of proposals by owners or occupiers of land that may affect its recreational and sports facilities.
  9. To review and recommend byelaws for the Parish Council's recreational, leisure and sports facilities.
  10. To work in partnership with the Saferneighbourhood Team to alleviate anti-social behaviour and vandalism in/on the Parish Council's sports, leisure and recreational facilities.
  11. To work in partnership with appropriate funding bodies to improve the Parish Council's recreational, leisure and sports facilities.
  12. To put forward to the Parish Council, in conjunction with the Policy & Resources Committee, proposals for any improvements, developments or any capital expenditure when requesting funding for the following year.
  13. Recommend to full Council the measures it considers necessary to be considered in order to enable the Council to respond to its position on the Climate Crisis.
  14. Enable collaborative working across the Council and engagement with individuals, community groups and businesses as well as other partners in the district including young people.
  15. Investigate steps that may be taken by the Council and by residents and businesses to help all work together to achieve the County's commitment to achieving net-zero carbon status by 2030 and the parish council's commitment to the protection and enhancement of biodiversity and to the preservation of the environment.
  16. Research available data and information on relevant climate emergency impacts and make recommendations that would help to achieve the Council's climate and ecological objectives.
  17. Identify and explore support from Central and Local Government in terms of funding, additional powers and policy changes which are needed to achieve climate and ecological objectives.
  18. Make recommendations to Council on responses to any consultations on significant policy matters that directly affect Thurston.