

Amenities & Environment Terms of Reference

Reviewed by Full Council on 29.05.2025

Members

1. Membership shall comprise of not less than 6 members.
2. The Chair and Vice-Chair of the Council are ex-officio of all committees and have voting rights as per standing orders.
3. Members of the committee and the Chair are established at the Annual Meeting of the Council.
4. The committee shall elect a Vice-Chair for each council year.
5. Co-opted members may join during the year if authorised by the Council.
6. Three or a 1/3rd, whichever is the greater, of the total membership of the committee shall constitute a quorum for meetings.

Frequency of meetings

Meetings are held at 8pm on the first Thursday of alternate months, or more frequently as required.

Delegated Powers

The Committee has delegated powers and a budget approved by Full Council. Its primary aims are to:

1. Manage the following Parish owned or maintained land:

- Blackhill Pond
- Enton Allotments
- Jubilee Field
- Land at Chichester Close
- Milford Heath – including The Cedars
- Moushill Green
- Robertson's Green (including pond)
- Sunnyhill Play Area
- The Pleck
- Witley Recreation Ground
- Depot
- Redgate Farm Allotments
- Land adjacent to the Witley War Memorial
- Amberley Road Play Area
- Wheelerstreet Green

Land with Council interest relating to Cherry trees:

- Cherry Tree Road – north side and south side
- A3 by-pass
- Corner of Wheeler Lane j/w the Petworth Road

2. Consult and communicate with residents and partners.
3. Encourage biodiversity whilst aiming for a cared-for appearance.
4. Consider actions in the context of environmental conservation.
5. Consider the needs of all our residents when providing our facilities.
6. Influence partners in the way they manage their land, where this has an impact on the quality of life of our residents.
7. Encourage contractors to adopt our values.

8. Act within the law and an ethical framework.
9. Encourage dialogue between residents and W&MPC so that the Council can respond, where possible, to the needs of the community for recreation and amenity facilities.
10. Ensure appropriate stewardship of Parish owned or maintained land and/or buildings, either directly by W&MPC staff and contractors or through liaison with volunteers. This includes matters pertaining to tree safety, maintaining or improving biodiversity, drainage and general maintenance, and relates to Council owned land.
11. Provide a suitable depot for the grounds contractor, to include a workshop and the provision and maintenance of all necessary equipment.
12. Provide an appropriate range of facilities and street furniture (as far as practicable): e.g. play equipment, litter bins, ownership signs and seats for various interest groups within the Parish.
13. To act as a point of contact and conduit between WBC, SCC and W&MPC for amenity land within the Parish.
14. Footpaths and Bridleways
 - check condition of rights of way and their associated signage on at least an annual basis, reporting defects through Council office to SCC RoW Officer.
15. To prepare and provide for on-going strategic provision of facilities and equipment within the Parish by recommending 3-year capital expenditure plans to the Finance and General Purposes Committee each year.

Next Review Date: 28th May 2026

