

## Lawford Parish Council



**Council Offices:** Ogilvie Hall, Wignall Street, Lawford, Essex CO11 2JG

### **Public Realm Committee Terms of Reference – 23 May 2024**

1. The Committee will comprise of councillors appointed at the annual meeting
2. The quorum of the Committee shall be 3 Members
3. The Committee has advisory powers in relation to the public realm of the village and its decisions are taken for discussion and approval to Full Parish Council meetings
4. The Committee meets bi-monthly as per approved meeting dates published on the website and noticeboards.
5. The Committee shall undertake the following role and function:
  - a) To elect a Chair
  - b) To elect a Vice Chair
  - c) To agree minutes
  - d) To discuss and take remedial action, when needed, relating to Public Realm issues such as highways, local amenities, streetlighting and grass cutting.
  - e) To ensure play equipment is kept in good working order, inspected on a regular basis and accurate records kept of inspections.
  - f) To ensure Owl's Flight Dell is maintained by Tendring District Council (who owns the site) in discussion with Lawford Parish council.
  - g) To survey annually all the Parish Council owned trees.
  - h) Allocated budget to be used for the repair and refurbishing of equipment and arboreal works.
  - i) To work with the Clerk to monitor ongoing issues.
  - j) To monitor public realm actions included in the annual action plan.
  - k) To monitor delivery of public realm projects

*Terms of reference updated and approved at the Annual Meeting of 23 May 2024*