

# Lawford Parish Council



**Council Offices:** Lawford Parish Community Hub, The Avenue, Lawford CO11 2FR

## **Public Realm Committee Terms of Reference – 18 May 2026**

1. The Committee will comprise of a minimum of 4 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 agreed at the annual meeting and published on the website and noticeboards.
5. The Committee shall undertake the following role and function:
  - a) To agree minutes
  - b) To discuss and take remedial action, when needed, relating to Public Realm issues such as highways, local amenities, streetlighting and grass cutting.
  - c) To ensure play equipment is kept in good working order, inspected on a regular basis and accurate records kept of inspections.
  - d) To ensure Owl's Flight Dell is maintained by Tendring District Council (who owns the site) in discussion with Lawford Parish council.
  - e) To survey annually all the Parish Council owned trees.
  - f) To ensure the allocated budget to be used for the repair and refurbishing of equipment and arboreal works.
  - g) To work with the Clerk to monitor ongoing issues.
  - h) To monitor public realm actions included in the annual action plan.
  - i) To monitor delivery of public realm projects