

SOBERTON PARISH COUNCIL

ACTIONS: PROJECT DELIVERY AND MAINTENANCE COMMITTEE

Membership shall be five members of the Parish Council

Quorum shall be three members of the Committee

The Actions Committee shall meet three times a year.

Members are expected to prepare for every meeting and consider each item on the agenda sufficiently enough to form an opinion on any matters requiring a decision.

Recreation Ground, Pavilion and Childrens Play Area

1. To be responsible for the administration and maintenance of all the recreation and play areas and their equipment under the management of Soberton Parish Council.
2. To plan any improvements, alterations or repairs which are required to maintain and improve the facilities in the above. To plan for future recreation requirements.
3. To include any requests for funding which should be included in the budget for the Financial Year.
4. To provide, by mid-October, each year an estimate of the funds required in the following financial year to carry out the responsibilities listed above. These estimates are to be in sufficient detail to permit close detailed examination by the Finance sub-Committee and subsequently by the Parish Council.
5. To authorise expenditure without prior reference to the full Council on items which fall within the Committee's area of responsibility and within its approved budget. Such expenditure is to be reported specifically at the next Parish Council meeting.
6. To review, update and monitor delivery of the Four Year Plan in March (text changes) and October (budget).

Amenities

1. To be responsible for the upkeep of all open spaces and amenity areas under the management of Soberton Parish Council.
2. To plan any improvements, alterations or repairs which are required to maintain and improve facilities.

3. To authorise expenditure without prior reference to the full Council on items within the Committee's area of responsibility and within its approved budget. Such expenditure to be reported specifically at the next committee meeting.

Highways

1. To monitor the state and upkeep and general maintenance of all highways within the Parish Boundary. This includes problems caused by overgrown or overhanging foliage and damage to verges and to ensure that appropriate action is taken by landowners or the Local Authority.
2. Any estimates for operational and maintenance costs to be provided by mid-October for consideration by the Finance sub-committee in December.

Footpaths

1. To keep a map of all the footpaths in the Parish and to ensure that these footpaths are regularly surveyed.
2. To ensure that any problems caused by damage to stiles, bridges or the surface of the footpaths, is repaired or reported to the appropriate authority. Any blockage of footpaths is to be reported immediately to the relevant authority.
3. To provide cost estimates of proposed future expenditure for consideration by this committee.

Representation on Other Interest Groups

Nominated members of the Open Spaces and Amenities Committee may represent Soberton Parish Council on other local Committees ie St Clair's Meadow.

The members shall only represent the views of the Parish Council and submit full written reports after each meeting for inclusion on the agenda to the Actions Committee or the full Parish Council as appropriate before the member is permitted to pass on any views or decisions on behalf of the Council.

