HASSOCKS PARISH COUNCIL

GROUNDS AND ENVIRONMENT COMMITTEE

TERMS OF REFERENCE

Membership of the Grounds & Environment Committee

1. The Grounds & Environment Committee comprises of a minimum of seven Council members and may include co-opted members (non-voting) and is subject to a quorum of a minimum of 3 Councillors.

2. Membership of the Committee will be decided at the Annual Parish Council meeting each year, subject to the proviso that the Chair and Vice-Chair of the Parish Council shall, in any event, be ex officio members.

Chairperson

3. The Chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

4. The Vice-Chair of the committee will be elected by the committee at its first meeting after the Annual Parish meeting.

Conduct of Meetings

5. All meetings of the Grounds & Environment Committee will be convened in accordance with the Parish Council's standing orders.

6. Meetings will be minuted by the Clerk/Deputy Clerk to the Council or another member of staff.

Responsibilities

7. The maintenance, promotion and administration of allotments.

8. The maintenance, promotion and administration and development of Adastra Park, hire of the park and the Pavilion.

9. The maintenance of the Memorial Garden (Garden of Remembrance).

10. To manage and maintain trees on Parish land.

11. The maintenance, promotion and management of the Burial ground in Keymer.

12. The maintenance of Talbot Field under its charitable status.

13. The maintenance of Parklands Copse.

14. To provide, maintain, and replace street furniture such as: Litter bins, Public seats, Bus shelters, Notice Boards and signage.

15. To provide, maintain and manage the Christmas lighting contractor.

16. To support and manage the village annual floral displays.

17. To support and promote tree planting initiatives.

18. To support and promote environmental initiatives.

19. To support and promote Public Rights of Way.

20. To consider recommendations made by the Flood Working Group and Highways & Transportation Working Group & Park Working Group.

Financial Responsibilities

21. Grounds & Environment Committee shall be empowered to: Authorise expenditure provided such expenditure is:-

22. Consistent with the responsibilities and areas of operation of the Grounds & Environment Committee

23. Within the budget set for Grounds & Environment as part of the Council's overall budget or within any additional budget for Grounds & Environment authorised by Full Council or the Policy Resources and Communications Committee during the course of the financial year.

Fees & Charges

24. Consider and determine the fees and charges for all facilities under the responsibility of the Committee including hire fees, allotment rents and burial fees.

Reviewed 7 May 2026