

## **TERMS OF REFERENCE OF COMMITTEES OF THE COUNCIL**

### **COMMUNITY & HERITAGE COMMITTEE**

The Powers, Duties and functions of this Committee are as follows:-

#### **Terms of Reference**

##### **1. Constitution**

The Constitution of this Committee shall be those Members of the Council duly appointed by the Council. (The Town Mayor and Deputy Town Mayor are ex officio Committee Members.) The Committee shall be responsible for the election of the Committee Chairperson and Chairperson annually.

##### **2. Attendance at meetings**

All members of the authority may attend all meetings of its committees and speak thereat on matters pertaining to their Wards and otherwise with the permission of the Committee Chairperson but may not vote unless they are a member of the Committee.

##### **3. Membership of Committee**

Membership to be a maximum of 16 Councillors (including ex-officio members) to be appointed annually.

##### **4. Purpose**

- To consider all aspects of public realm management within the parish such as:
  - Bus shelters
  - Grass verges
  - Litter picking
  - Street furniture
  - Public conveniences
  - Noticeboards and kiosks
  - Wayfinding and boundary signs
  - Areas contained in parks and open spaces, current and future (Victoria Gardens; the Town Quay; Golden Lion Square)
  
- To liaise directly with those bodies responsible for areas within the parish that are not the responsibility of the Council, the County and District authorities.

- To consider all matters regarding transport and public transport affecting the town and links with the Town.
- To consider all matters relating to the environmental well-being of the Town.
- To be responsible for all Council organised events.
- To be responsible for public consultation and engagement on matters within the Committee's sphere of activity.
- To deal with matters relating to the provision and maintenance of allotments within the Town of Newton Abbot in association with the Newton Abbot Allotments Association.
- To consider and deal with all matters relating to Newton/Britain in Bloom event.
- To deal with matters relating to licensing as delegated by the Council
- To deal with all aspects of the Town and GWR Museum.
- Heritage and Museum:-
  1. Advise Council on all matters relating to cultural heritage.
  2. Advise and assist with the development and maintenance of an inventory of the town's heritage resources.
  3. Advise and inform Council of new heritage legislation and funding initiatives.
  4. Develop an annual budget for submission to Council along with well-defined goals and objectives for the upcoming year.
  5. Conduct public education and promotional activities.
  6. To be responsible for all aspects of the Newton Abbot Town and GWR Museum including the formulation of an annual budget.
- To consider matters referred by full Council.
- To consider all matters of concern regarding the elderly and disabled residents of the parish and make recommendations in order to alleviate problems.

- To be responsible for compiling a budget for the Committee and receive budgets requests from its Sub-Committees for reference to the Finance & Audit Committee.
- To be responsible for managing the Committee's annual budget as approved by the Council.
- To consider all matters relating to footpaths and bridleways as shown on the definitive map.
- To maintain regular surveys of all footpaths and bridleways and make recommendations for maintenance and improvement in consultation with the Ramblers Association.
- To consider possible additions to the definitive map for the town.
- To liaise as appropriate with those bodies involved in the Parish Paths Partnership Scheme (P3)

#### 5. Sub Committee – Working Groups

The C & H Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity, as follows:-

- Events-Sub-Committee
- Community Engagement Group (including Museum; NIB)
- Allotments Joint Meeting
- Biodiversity Working Group
- Emergency Plan Working Group
- Road Safety Working Group

And shall operate in accordance with the Terms of Reference adopted by the Council.

#### 6. Delegated Power

The community & Heritage Committee is authorised to make binding decisions on behalf of Newton Abbot Town Council with regard to all aspects of paragraph 4 provided that in all cases the meeting is quorate.

#### 7. Quorum of Committee

A third of the Members shall constitute a quorum of the Community & Heritage Committee. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall

be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may agree.

8. Review

These terms of reference are to be reviewed annually.

First Reviewed and Adopted	22/06/16 (Minute 71/06/16).
Reviewed	15 <sup>th</sup> June 2022 Minute 22/06(65). 14 <sup>th</sup> June 2023 Minute 23/06(65). 12 <sup>th</sup> June 2024 Minute 24/06().