



TERMS OF REFERENCE: COMMUNITY and LEISURE SERVICES COMMITTEE

Adopted by Council 22nd June 2020

Minimum of 6 Members of Council

Quorum = 3 or a third of members whichever is the higher.

Function of the Council	
Column 1	
1.	All functions as set out in the Terms of Reference; the committee has no delegated powers
2	Grounds Maintenance and Management
2.1	To maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10
2.2	To deal with all matters relating to the management, upkeep and maintenance of public open space under the Town Council's control.
2.3	To provide, control and monitor, either directly or through a third party, the horticultural maintenance relating to grass cutting, seasonal planting, planters, hanging baskets and trees under the Town Council's control, including the Severals and land at Birdcage Walk.
2.4	To promote and support floral and planting Initiatives, Local Government Act 1972. s 144
3	Public Realm & Public Facilities
3.1	Provision of litter receptacles, Litter Act 1983, S5&6
3.2	Provision and maintenance of street furniture, benches and signs
3.3	Matters relating to the provision, control and monitoring of street cleansing, litter, fly posting, graffiti relating to areas within the Town Council's responsibility. Fixed penalty notices for littering, graffiti & fly posting (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005
3.4	To provide public conveniences, Public Health Act 1936, s87. Maintenance and management of public conveniences within Town Council control.
3.5	To maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923, s11 as extended by Local Government Act 1948, s133. Maintenance of the War Memorial, related gardens and Cooper Memorial.
4	Bus Shelters
4.1	To provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.
5.	Clocks
5.1	To provide public clocks, Parish Councils Act 1957, S2, including upkeep of Jubilee Clock Tower.
6	Allotments
6.1	To provide allotments, improve land and let rights under S 23, 26, & 42 of the Small Holding & Allotments Act 1908.
6.2	To work with the Newmarket Allotment Association in the upkeep, maintenance and general management of allotments at Field Terrace and new Cheveley Road

7	Burial Facilities
7.1	To acquire, provide & maintain; The Local Authorities' Cemeteries Order 1977 and Local Government Act 1972, s214. Management and operation of the Town Cemetery
7.2	To agree to maintain monuments & Memorials, Open Spaces Act 1906, Ss 9&10; Local Government Act 1972, s214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, s1.
7.3	To contribute towards expenses of cemeteries, Local Government Act 1972, s214.
7.4	Maintenance of closed churchyards, Local Government Act 1972, s215, including at St Mary's and All Saints churches
7.5	To provide Mortuaries, Public Health Act 1936, s198
8.	Street Lighting
8.1	To light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local Government Act 1972, Sch 14 para 27. Council to maintain within designated areas of the Town
9.	Community Engagement
9.1	To promote the social wellbeing of the Town and to promote social inclusion within communities.
9.2	To support the implementation of the Newmarket Vision Plan.
9.3	To facilitate and support local community and voluntary organisations
9.4	To support a CAB for the Town, Local Government Act 1972, s 142
9.5	To promote Fair Trade in the Town
9.6	Provision, amendments & updates to layout of Website and ensuring it is compliant with relevant legislation The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2018; Local Government Transparency Code 2015
10	Young People
10.1	Support public and community services and facilities for the young.
10.2	Co-ordinate the involvement of young people in decision making within the Town.
10.3	Support to young people in their communities
11.	Environment
11.1	To promote the environmental wellbeing of the Town
11.2	Conservation of the built & natural environment
11.3	Issues involving ancient monuments & areas of archaeological interest
11.4	To approve & action Environmental Audits
11.5	To promote environmental awareness
11.6	To lead on sustainability and transition for the Town
12	Well Being
12.1	To work with partner organisations to improve the health of people in the Town
12.2	To improve access to services which can contribute to health
12.3	To promote healthy living

13 Highways, Transport & Traffic Management 13.1 To make recommendations to Council relating to Traffic Management issues relating to Newmarket including: • Making observations on highway or transportation consultations. • Consent for ending maintenance at public expense or stopping up or diversion of highway. • To complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land. 13.2 To maintain footpaths & bridleways 13.3 To provide parking places for vehicles & cycles 13.4 To enter into agreement as to dedication & widening 13.5 To provide roadside seats & shelters 13.6 To contribute financially to traffic calming Schemes; Highways Act 1980, s274A 13.7 To provide traffic signs and other objects or devices warning of danger 13.8 To plant trees and lay grass verges and to maintain them 13.9 To support approved community transport schemes. (Powers relating to car sharing schemes, taxi fare concessions & information about transport; Local Government & Rating Act 1997, s26, 28, 29) 13.10 To erect flagpoles in highway land. Highways Act 1980, s 144	14 Environmental & Public Health 14.1 To utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, s125 14.2 To deal with ponds & ditches, Public Health 1936, s260 14.3 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue, 14.4 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act) 14.5 Waste & recycling	15. Community Safety 15.1 To install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, s31. 15.2 To support initiatives of the Community Safety/ Crime Reduction Partnership. 15.3 To lobby for road safety improvement schemes 15.4 To liaise with the Police to develop a safer community 15.5 To support and promote Home Safety initiatives in the Town	16. Culture and Heritage 16.1 To promote, enable and facilitate cultural, artistic activities and heritage throughout the Town, through its own efforts and partnership working with other groups and organisations 16.2 To directly or indirectly conserve the cultural heritage of the Town. 16.3 To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4
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17. Public Buildings 17.1 To provide & encourage the use of conference facilities, Local Government Act 1972, s144; To provide public buildings & halls. Local Government Act 1972, s215; To provide and equip community buildings, Local Government Act 1972, s 133; To provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 s19 17.2 To manage the public office in the Memorial Hall and to provide a gateway to the District and County councils, the Police and other public bodies to provide a coordinated public service hub for the Town.
18 Public Relations 18.1 To administer Town Twinning. 18.2 To administer Civic Hospitality and related public relations activities.
19. Leisure and Sport 19.1 To promote, enable and facilitate leisure and sporting activities and events throughout the Town, through its own efforts and partnership working. 19.2 To acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, s44, Local government (Miscellaneous Provisions) Act s19; Public Health Act 1961, s54 19.3 Management & enhancement of Play areas 19.4 To develop and oversee the implementation of a programme of events for the Town either directly or in partnership Power to provide entertainment and support of the arts, Local Government Act 1972, s145 19.5 To organise the Town's Carnival 19.6 To oversee the provision and manage the operation and maintenance of the Memorial Gardens. 19.7 The provision of activities and events in the Memorial Hall and Gardens including the letting of concessions. 19.8 To consider applications for and promote car boot sales and other activities at the Severals
20 Economic Wellbeing & Tourism 20.1 To promote the economic wellbeing of the Town through partnership with the business and community sectors 20.2 To promote tourism within the Town and power to encourage visitors 20.3 To promote regeneration in the Town 20.4 To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment 20.5 To support skills & training for local businesses 20.6 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144

NB. Any actions delegated to the Town Council Manager/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Council Manager's return.

Any actions delegated within these Terms of Reference, Financial Regulations or Standing Orders for Contracts to the Responsible Financial Officer may in his/her absence be undertaken by the Proper Officer.