

Terms of Reference Amenities, Community & Environment Committee



Adopted: 20/05/2026
Minute Reference: 008 iii

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Introduction

Lancing Parish Council has appointed a number of Committees to undertake the work for and on behalf of the Council. The Committees will abide by the criteria detailed in the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

Legal References

General Data Protection Regulations 2018, Adopted Standing Orders, Adopted Financial Regulations, Adopted Code of Conduct, Accessibility Regulations 2018, Localism Act 2011, Local Government Act 2003, Local Government Act 1972, Nolan Principles of Life, Public Bodies (Admission to Meeting) Act 1960, Equalities Act 2010. Litter Act 1983, Local Government (Miscellaneous Provisions) Act 1953, Public Health Act 1923, Small Holdings and Allotments Act 1908, Open Spaces Act 1906 (This list is not exhaustive)

Remit

The management and maintenance of all Council owned property, land and assets.

Composition

Seven (7) elected members. In addition, the Chairman and Vice-Chairman of the Council shall be ex-officio members with full voting rights.

Substitute members are permitted if the meeting will be inquorate, providing statutory notice has been given and in consultation with the Clerk.

- Councillors arrange their own substitutes.
- Notification by 12pm on the day of the meeting stating the name of the substitute by the Members apologising.
- Record substitutions in agendas and minutes.

Members will be agreed at the Annual Meeting held in May.

Note: All Councillors not elected to the Amenities, Community and Environment (ACE) Committee may attend public sessions and participate in the meeting but have no voting rights.

Quorum

Four (4) members must be present for meetings of the ACE Committee to take place.

Chairmanship

The Chairman and Vice-Chairman to be elected by the members of the committee at the first committee meeting held in each Council year.

Meetings

ACE Committee meetings will take place in accordance with the schedule of meeting dates agreed at the annual meeting each year in May.

All meetings will usually take place in the Council Chamber, Parish Hall, South Street, Lancing. Meetings will usually start at 6:30pm.

Extraordinary meetings may be arranged as necessary.

Urgent Business

If a matter is deemed "urgent" and if outside scheduled committee meetings and with the consent of the Chairman of the ACE Committee and the Chairman of the Council or Vice Chairman of the

Council, “urgent” matters can be agreed by the use of an “Urgent Consultation Panel”. The Panel will consist of the Chairman, the Vice Chairman, and the Chairman and Vice-Chairman of the ACE Committee. Should delegated panel members not be available, substitute members may be allowed in consultation with the Clerk. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

Terms of Reference

- a) To approve and manage a schedule of maintenance for the Council’s Sports and Leisure facilities.
- b) Authorisation of Committee related expenditure.
- c) To deal with the maintenance and management of trees in the Parish.
- d) To deal with and manage the maintenance, inspection and development of the Play Areas in the Parish.
- e) To deal with and manage the maintenance and inspection of the Skate Park.
- f) To deal with and manage the carparks.
- g) To deal with and manage the allotments.
- h) To deal with and manage Lancing Nature Reserve.
- i) To deal with the maintenance and management of the Band Stand.
- j) To deal with the maintenance and management of Open Spaces owned by the Parish Council including Beach Green, Monks Rec, Croshaw Rec, Orient Road, Headborough Gardens and Wencelling Gardens.
- k) To deal with the maintenance and management of Beach Huts.
- l) To approve, manage and oversee the running of any Lancing Parish Council events.
- m) To approve the installation of Christmas Lights and Decorations.
- n) To approve the use of any Parish Council Facilities for external hire and events (including the Parish Hall and Beach Green).
- o) To review hiring conditions and charges, making recommendations to the ACE Committee.
- p) To maintain and manage the Parish Hall, including the Community Hub, Nursery, Flat and tenants of Council owned property.
- q) To maintain and manage noticeboards and Parish owned signage.
- r) To be responsible for the maintenance and management of the War Memorial.
- s) To consider and mitigate against the environmental impact of Council activities.
- t) To co-ordinate and deal with any matter relating to footpaths, bridleways and all public rights of way, liaising with appropriate partners such as District and County Councils as required.
- u) To co-ordinate, facilitate and manage volunteer groups and activities as appropriate.
- v) To consider forward planning and provide budget recommendations to Full Council.
- w) To consider and agree the heads of terms for tenancy agreements and licence agreements on behalf of the Council unless Standing Orders and Financial Regulations direct to Council.
- x) To deal with any other matter that the Full Council considers appropriate to be referred to the ACE Committee.