

## **TERMS OF REFERENCE OF COMMUNITY & HERITAGE COMMITTEE**

### **1. Constitution & Membership**

Composed of appointed Council Members (Mayor & Deputy Mayor are ex officio).

Elects Chair and Vice-Chair annually.

Up to 16 members, including ex officio.

### **2. Meeting Attendance**

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. Purpose & Responsibilities**

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 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 Museum including the formulation of an annual budget.

#### **4. Sub-Committees & 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:-

Includes:

- Events Sub-Committee
- Community Engagement Group
- Allotments Joint Meeting
- Biodiversity, Emergency Plan, and Road Safety Working Groups

#### **5. Delegated Authority**

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**

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**

Reviewed annually. Last adopted: 12 June 2024 (Minute 24/06(49)), June 2025, June 2026