



# Kessingland Parish Council

## Terms of Reference for the **Seafront Improvement Sub-committee**

### Governance

The Seafront Improvement Sub-committee is appointed by and solely responsible to Climate, Culture, Community and Development Committee. The sub-committee's duties, as set out in these terms of reference, are defined and agreed by Climate, Culture, Community and Development Committee, which may vote, at any time, to modify, remove or increase the sub-committee's terms.

### Meetings

Meetings are to be held as and when required although this will generally be every other month.

### Membership

The sub-committee will consist of a minimum of four councillors and will be chaired by the Chair or Vice-Chair of the Climate, Culture, Community and Development Committee. The quorum will be three members. Any elected committee member can preside, by agreement, in the absence of a Chair. The Chair and Vice-Chair of the Council will have automatic membership and full voting rights.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed however only committee members have the right to vote.

### Record of Proceedings

The sub-committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.

Kessingland Parish Council Seafront Improvement Sub-Committee Terms of Reference.

Adopted 07/2022 Next Review 05/2023.

## Responsibilities

The committee has delegated authority from the Climate, Culture, Community and Development Committee to fulfil the following responsibilities:

### 1. Benches

- To liaise with East Suffolk Council to agree a five year plan with East Suffolk Council to provide more benches along the North and South Promenades in Kessingland in line with the proposals approved by Parish Council.
- If an agreement can be reached then to agree with East Suffolk the manufacturer for the benches for the project.
- To consider a short list of designs each year which can be presented to the community so that the community can select at least the Parish Council funded bench\*
- To liaise with the Events & Communications Committee about how the consultation with the public will be conducted.
- To lead on the search alongside East Suffolk Council for the sponsor for the third bench each year.
- To review the five year plan at regular intervals to ensure that it is on track and consider any future additions which may be beneficial in term so seating along the proms and possibly beyond the proms while still on the beach area.

### 2. Bins

- To liaise with East Suffolk Council to agree a plan with East Suffolk Council to improve usage and provision of bins along the North and South Promenades in Kessingland in line with the proposals approved by Parish Council.
- To liaise with East Suffolk Council to agree signage for the existing bins along with wording, logos and materials.
- If an agreement can be reached then to agree with East Suffolk the manufacturer for the bin signs for the project
- To liaise with East Suffolk Council to agree wheelie bin covers for wheelie bins at either end of the North Prom and at the north end of the South Prom as well as the design and signage for the covers.
- To annually review the usage of the bins with East Suffolk Council and it's waste collection body to monitor waste to bin provision also taking into account the experience of the summer beach cleaning volunteers.

### **3. Boardwalk**

- To liaise with East Suffolk Council to agree a plan to replace the Kessingland Boardwalk along plans previously discussed with East Suffolk Council.
- To work with East Suffolk Council to investigate, research, implement and apply for funding to facilitate the replacement of the existing boardwalk
- To work with East Suffolk Council during the delivery phase of the plan.
- To work with East Suffolk Council and its maintenance body to ensure that any issues are reported once the boardwalk is in place.

### **4. Development**

- To consider any further seafront improvements which would benefit village, it's visitors and the economy of Kessingland either from the council, the community, outside organisations or East Suffolk.
- To consider, assess and make recommendations on future development opportunities for the Council as well as national, regional and local developments and policies which may affect the council.
- To liaise with East Suffolk Council on behalf of the parish council if these proposals involve any areas in which East Suffolk have an interest or an ownership such as the back stairs from Rider Haggard/Green Lane.

### **5. Climate Emergency**

To consider the environmental and climate change implications of committee decisions in regard to the Council's declaration of a Climate Emergency.

### **6. Delegation**

The sub-committee can authorise spending incurred in relation to the above items from the Parish Improvement Fund up to £500 as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount will need to be referred to the Climate, Culture, Community and Development committee for recommendation to the Finance & Governance Committee to authorise amounts up to and including £5,000 or Full Council itself for amounts over £5000.

## **Record of Amendments**

03/23 Amended to increase the delegated spending authority from £250 to £500.