

Danbury Parish Council Environment Committee

Terms of Reference for the Parish Paths Partnership Scheme Sub-committee

1. This is a sub committee of the Environment Committee
2. Meetings will be held as and when required.
3. 3 Members will be a quorum. The quorum can include non-council members but must include the P3 Rep and at least one Parish Councillor.
4. There will be two footpath officers, one of whom will be the P3 Rep. The P3 rep will be the first point of contact between the PROW and Localism Officer and the P3 Group.
5. The sub-committee will co-opt as required – including volunteers from the community.
6. The chairman of the sub-committee will be a Danbury Parish Councillor.
7. The P3 Rep will complete the annual audit of the PROWs in Danbury and identify where remedial works are required and which can be completed by the P3 group.
8. A work proposal must be submitted to the Essex Highways PROW and Localism Officer at Essex County Council as per Essex Highways requirements - including equipment, safety equipment and training requirements, and funding for the servicing and maintenance of tools supplied throughout the scheme.
9. Work proposals exceeding £500 must be approved by the Environment Committee.
10. Only expenditure for items and costs approved by the Essex Highways PROW and Localism Officer that can be reclaimed by the Parish Council is permitted. Purchases must be authorised by the Parish Clerk in advance.
11. Undertake the work specified in the Work Proposals as approved by the Essex Highways PROW and Localism Officer.
12. Essex County Council (ECC) Parish Paths Partnership Scheme requirements must be complied with, including:
 - 12.1. Maintaining a register of volunteers, with training records and providing it to Essex Highways PROW and localism officer.
 - 12.2. A member trained in first aid (provided by the ECC P3 scheme) must be present at all times when works are being carried out. The P3 Rep must undertake the First Aid Training.

12.3. The P3 representative must be present at all times when works are being carried out.

12.4. The appropriate P3 Scheme risk assessments as provided by the ECC P3 scheme must be used at every working party and revised, prior to works commencing, for the specific work and location.

6.5.5. Volunteers must only participate in tasks and operate machinery that they have received training to do so through the Parish Partnership Scheme. Volunteers must only participate in tasks for which they have and are using the appropriate safety equipment and tools as specified by the ECC Parish Partnerships Scheme.

13. Tools and equipment supplied through the scheme will be stored and maintained by the Parish Council and returned to ECC when no longer required.

14. These terms of reference will be reviewed annually.

TOR adopted by the Environment Committee 22nd July 2019, minute 19/20 30.4.1, updated from TOR adopted by the Environment Committee on 30th May 2019, minute 19/20 11.4.