

## **COLD ASH PARISH COUNCIL**

### **ENVIRONMENT COMMITTEE**

#### **TERMS OF REFERENCE**

Adopted: Council Meeting 11<sup>th</sup> February 2020

1. **Composition:** The Committee, shall consist of Parish Councillors and include, as appropriate, co-opted members from Local Statutory or Community bodies, such as the Greening Group, Cold Ash Pathusers and Allotment Holders. Co-opted members do not have voting rights. Additionally, casual members, who act as advisors, may also be appointed but will also have no voting rights.

The term of office for Parish Councillors shall be for one year from the Annual Council Meeting. Three or more members shall be appointed, and two members shall constitute a quorum.

2. **Meetings:** The Committee shall meet as and when required at times convenient to its members, but no less than once per quarter. The conduct of the meetings will be in accordance with the Parish Council's Standing Orders. A Record of Attendance, the Remit, Declarations of Interest and Minutes are to be maintained for each meeting.

3. **Responsibilities:** The Committee, shall elect one of its Parish Councillors as Chairman. The Committee shall also appoint one of the Council members as Lead for the WAG, Little Copse and PROWs and a second as Lead for Parks and Recreation Facilities. The Chairman will make a report to Full Council as required. The Committee shall be responsible for:

a. **Council Allotments, Grazing Land, Wildlife Allotment Gardens, Community Orchard and Little Copse:**

- (i) Determining the system of allocating tenancies for allotments and grazing rights.
- (ii) Recommending to the Council annually, before the start of the financial year, any revisions needed to the rules and regulations covering the letting of the allotments (e.g. define persons eligible, notices to be given for lettings, size of the plots, the conditions under which the plots are cultivated, provision of huts/sheds/stores, rights of grazing, and the rents).
- (iii) Establishing a system of routine inspections and conducting Risk Assessments of the Council's allotments, grazing land, wildlife garden, orchard and Little Copse, so that maintenance work can be noted and remedial action undertaken in a timely manner.

- (iv) Making recommendations to the Council on any matters pertaining to the Allotments, Grazing Land, Wildlife Gardens, Orchard and Little copse, including the allocation of maintenance and remedial actions to the appropriate body (WBC, private contractor, voluntary group, etc.).
  - b. Bridleways and Footpaths in the Parish:
    - (i) Monitoring signposting and waymakers.
    - (ii) Establishing a system of routine inspections of all bridleways and footpaths (including styles and gates) in the Parish so that maintenance needs and unlawful obstructions can be noted and remedial action initiated.
    - (iii) Making recommendations to the Council on any matters pertaining to footpaths and bridleways, including the allocation of maintenance and remedial actions to the appropriate body (WBC, private contractor, voluntary group, etc.).
    - (iii) Developing relationships with key bodies such as The Ramblers and Open Space in order to leverage any support they can provide in assessing and managing environmental and PROW issues
  - c. Supporting the Parish Clerk in authorising expenditure up to a limit of £250, in any one month, where it is necessary to undertake emergency repairs, replacement or other environmental work whether or not there is any budgetary provision for expenditure. The Chairman shall report the action to the Council as soon as practicable thereafter.
  - d. Reviewing the 6-monthly Tree Report and recommending the actions to Council for approval.
  - e. Collating a PROW assessment annually and recommending it to Council for approval, prior to submission to WBC for action.
  - d. Establishing a system of routine inspections of the Hermitage Road Recreation Ground, including the play area and of the Southend Recreation areas – so that maintenance work can be noted and remedial actions can be set in motion.
  - e. Making recommendations to the Council on any matters pertaining to the Hermitage Recreation Ground and the Southend Recreation areas.
4. Communications. Good communication with all interested parties will be essential. Co-opted and Casual Members may not act as representatives of the Parish Council.

**Legislation:** National Planning Policy Framework March 2012: WB Core Strategy (Adopted July 2012): Localism Act 2011: Cold Ash & Ashmore Green Village Design Statement as Supplementary Planning Guidance: Parish Plan