



# DANBURY PARISH COUNCIL

Parish Office

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## ENVIRONMENT COMMITTEE

### TERMS OF REFERENCE

#### Members

- The Chairman and Vice Chairman of the Council are ex officio members of all committees and have voting rights;
- Members from outside bodies may be invited to join the Committee, but will not have voting rights or count towards the quorum;
- Members of the Committee are established at the Annual Parish Council meeting;
- Councillors may join during the year if authorised by the Parish Council to fill any vacant positions;
- The Chairman of the Committee shall be appointed at the first meeting of the Committee following the Annual Parish Council meeting;
- The Vice Chairman of the Committee shall be appointed at the first meeting of the Committee following the Annual Parish Council meeting or as soon as reasonably practicable;
- Three Members of the Committee shall constitute a quorum for meetings.

#### How Often Meetings Held

Meetings are held every 8 weeks with exclusion of August.

#### Prime Objectives

To manage matters of an environmental nature on behalf of the Council, referring major issues to Parish Council.

To consider and respond to issues relating to the footpaths and other transport links in and around Danbury.

To ensure that the Parish Council and its Committees make decisions, take actions and carry out projects with full regard to the protection of the environment, and further will make suggestions so that the functioning of the Council will improve its environmental standing;

#### Decisions/Delegated Powers

##### Financial

1. To formulate a budget for revenue/capital expenditure for the next financial year, ready to recommend to Resources November meeting;
2. To control the expenditure and income of the approved budgets (Revenue and Capital) for the Committee and to report to Resources Committee any possible variation;

##### Management

3. The Committee has delegated powers to deal with all matters of an environmental nature that may affect the Parish of Danbury;
4. To ensure that the grass areas, hedges, flowerbed and ponds around the War Memorial, Old Pavilion, Eves Corner and Runsell Green are maintained;

5. To review and consider action recommended by the annual survey of trees under the ownership of the Council;
6. To review footpath maps and ensure adequate supplies are available for residents and visitors and that the noticeboards are maintained;
7. To review and agree arrangements in relation to the Christmas Tree and protection of Elm Green during the annual fireworks display;
8. To consider matters relating to the public footpaths and respond to them accordingly;
9. To consider matters relating to highways and transport and respond to them accordingly.

#### General

10. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work
11. Where appropriate review and recommend policies relating to environmental matters to the Parish Council