



WRITTLE PARISH COUNCIL
Parish Office, The Green
Writtle, Chelmsford
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TERMS OF REFERENCE

These terms of reference to be approved at Full Council on 13 May 2019

ENVIRONMENT COMMITTEE (ENV)

Note: - Where these Terms of Reference conflict with the current editions of: - Code of Conduct (C of C) or Financial Regulations (FR) or Standing Orders (SO) then the C of C, FR or SO shall take precedence.

Composition

The Chair and Vice Chair plus other Councillors decided at the Annual Parish Council Meeting in May. Other Parish, City and County Councillors may attend but not vote. Two non-voting representatives of the Writtle Garden and Allotment Society to be invited to a maximum of two Environment Committee meetings during the year

Quorum

More than 50% of the Committee with a minimum of 3

Chair and Vice Chair

The Chair and Vice Chair shall be proposed and elected annually at the first meeting of the Committee after the Annual Parish Council Meeting by the members of the Committee

Objectives

- To fix the budget for the forthcoming year
- To review spending
- To seek estimates for work required
- To spend on repair, renewal and maintenance of general or minor amenity property.
- To liaise with the Borough and County where necessary

Greens and Open Spaces

- Cleaning and care of the village ponds, Duck pond (Wear pond), Gore pond and the Tower pond.
- Care of the village Green and St. John's Green, including tree pruning and cutting back of shrubs, cleaning and repair of seats, cutting and attention to the grass.
- Care of other trees on PC land and reporting problems of trees to Borough or County
- Informing borough if grass verges and spaces which are owned by the borough such as the land near Redwood Drive are not cut regularly
- Ensuring that litter bins and dog litter bins are emptied and replaced where and when necessary
- The state of the area in front of the Long Brandocks shops to be monitored

Footpaths

- Footpaths
- Bridle paths

Allotments

- Collection of rents and allocation of plots
- Ensuring that hedges abutting the plots and paths through the plots are cut
- Maintaining adequate water supply to the allotments
- Monitoring bonfires
- Inspection of plots and possible termination if terms of the lease are not fulfilled
- Liaising with the Garden and Allotment Society

Meetings

- Committee meetings will be held at least 3 times a year.
- Allotment sub-committee to meet twice a year with two inspections of the allotments
- The Clerk or any person so delegated will prepare and issue agendas within the Statutory days prior to the meeting and make a record (minutes) of all proceedings at each meeting. Minutes will be circulated as soon as possible after the meeting to all members of the Council.
- If not fully detailed in the minutes, where appropriate, the Chair of the Environment Committee will report the work of the Committee to the next regular meeting of the Council.
- The Chair will liaise with such other committees and invite members of other committees to attend its meeting as may be deemed appropriate.
- Any matter(s), which may be in conflict with the work of another committee, must be referred to the Council.