

## **Environment and Highways Working Party**

**Terms of reference, April 2014**

### **Purpose / role of the group:**

The Environment and Highways Working Party is responsible for the following:

- Trust or Parish Council managed Land - Lorkin Daniell Field, Poors Land, Village Green, Allotments
- Mowing and hedge-cutting contracts for Parish managed land.
- Litter-picking within village envelope.
- Supervise village handyman.
- Monitor highways and report problems.
- Keep bus shelters tidy.
- Management of ponds at Queens Road, Lexden Road, and Hall road.
- Monitor dog bins and salt bins. Liaise with dog warden.
- Monitor village sign and village entry signs and Jubilee beacon.
- Monitor village Footpaths (Public Rights of Way)
- Tree preservation orders for trees on Parish land.
- Liaise with ECC and CBC re Highways.
- Financial budgeting and forecasting for Committee.
- Liaise with allotment Committee.
- Monitor any Health and safety issues and inform Parish Clerk of concerns.
- Produce an action plan of issues arising from any of the above items and monitor progress and completion.

### **Membership:**

- The Working Party is open to members of the Parish Council including key members not elected or co-opted
- The Working Party will be made up of four people at least three of whom must be full PC members; the Chairman of the Parish Council is by default an ex-officio member but does not have voting rights
- Membership of the Working Party is for a nominal 12 months extendable through the auspices of the Annual Parish Meeting
- A Chairman and Vice Chairman is to be elected annually by its membership

### **Accountability:**

- The Working Party is accountable to the PC and will make reports to it monthly
- An annual report on its activity will be published through the Annual Parish meeting

### **Working methods / ways of working:**

- The Working Party will order and manage its work in the following ways
  - At least 6 meetings per year will be held at which proposals will be made to take to the full Parish Council
  - The Chairman or Vice Chairman may call ad hoc site meetings to be undertaken

- The Working Party may through the Clerk make general and specific queries to Colchester Borough Council or Essex County Council officers
- The Working Party may liaise with elected District or County Council members
- Methods of communication may include written reports or email correspondence either through the Chairman or the Clerk.
- Decisions will be taken by majority vote
- A quorum will comprise of at least three PC members

#### **Meetings of the Committee:**

- The Environment and Highways Working Party will arrange its meetings as follows:
  - At least 6 meetings will be held per annum. Meetings will be held on the 2nd Thursday of the month unless advertised differently
  - Meetings will be presided over by the Chairman or if unavailable the Vice Chairman.
  - Meetings will be advertised on the village web site
  - An agenda will be published at least 3 clear working agreed prior to the meeting taking place.
  - The meeting will be open to the public and press
  - Minutes of the Minutes will be recorded and sent to the Parish Clerk for distribution to Parish Council members at least 1 week prior to the Parish Council meeting.
- **sharing of information and resources (including confidential materials)**
  - All copies of agendas and decisions, recommendations, letters, reports and correspondence will be held by the Clerk
  - An area of the village web site will be devoted to Environment and Highways matters

**Review:** These terms of reference will be reviewed annually