



COLNEY HEATH PARISH COUNCIL

Alban Park Office
Windfall House, D1, The Courtyard
Alban Park, St Albans
Hertfordshire AL4 0LA
Tel: 01727 825314

Colney Heath Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS
Email: clerk@colneyheathparishcouncil.gov.uk

ENVIRONMENT COMMITTEE

TERMS OF REFERENCE

Premise

The purpose of this working party is to focus on the environmental issues of the Council as detailed in the list of functions. All matters from this Committee will be noted by Full Council.

The meetings are open to all members.

Membership

For 2018/19 the members of this working party shall be Councillor Mark Ouzman, Councillor Kevin Barnes, Councillor Margaret Nash, Councillor Susan Devi and the Chair of the Committee shall be Councillor Derrick Crump. This was agreed in the Full Council meeting 10th May 2018 and these terms were agreed and adopted at the Full Council 16th August 2018.

Functions

The committee will be responsible for:

1. Oversee the management of parks, open spaces, gardens and play areas under the control of the Council.
2. Exercise the Council's powers to acquire maintain, provide, contribute towards expenses of burial grounds, cemeteries, monuments and memorials.
3. Provide and manage allotments.
4. Provide and maintain notice boards, bus shelters, litter bins, street furniture, salt bins, dog waste bins, security bollards gates and stiles also signs, coalposts & the village pump.
5. Recommend and review all matters relating to leases, wayleaves and byelaws in the Council's parks and open spaces. To include marking, maintaining boundaries where appropriate.
6. Respond, on behalf of the Council, to consultation documents relevant to the activities of the Council.
7. To exercise management of health and safety issues in respect of all the services of this Committee.
8. To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.



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9. To assemble and submit to the Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
10. To set the level of charges for facilities in respect of all the services of this Committee and to control the collection of revenues thereof.
11. Annually review its inventory of land and assets.
12. To purchase (with Council's approval) and maintain such vehicles and equipment as may be required to carry out the Council's duties in connection with the facilities under the control of the Committee.
14. Review and promote community engagement and development and encourage volunteering.
15. Establish Sub-Committees to progress/deliver specific projects.
16. Keep under review the need for additional community facilities, events or services or develop plans accordingly.
17. To liaise with stakeholders e.g. CPRE, Natural England, HMWT, SADC, HCC.
18. Monitor and review Committee Work Plan.
19. To receive and review environment staff reports.
20. To oversee the budget codes as listed in Appendix items as listed in Appendix 1 ensuring that all expenditure is in line with statutory requirements through the Clerk who will ensure financial governance procedures are followed at all times.



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APPENDIX 1 – Environment Committee – Delegated budgetary responsibilities

Centre	Code	Area	Item	2018/19 Budget £
230	4200	Open Spaces	Repairs & Maint	3,000
	4510		Bus Shelters	1,620
	4515		Garden Expenditure	650
	4520		Dog Waste	1,800
	4521		Waste Collection	1,500
240	4200	The Common	Repairs & Maint	800
	4500		Grass Cutting	2,150
	4550		Expenditure	8,000
260	4200	Allotments	Repairs & Maint	1,200
400	4500	Gloucester Pk	Grass Cutting	960
410	4200	Roestock Park	Repairs & Maint	500
	4205		Electricity	1,080
	4500		Grass Cutting	950
415	4500	Sleapshyde Park	Grass Cutting	540
420	4500	Sleapshyde Green	Grass Cutting	600
425	4500	Tythenhanger	Grass Cutting	1,560
430	4500	Community Park	Grass Cutting	2,050
435	4200	Smallford Park & Dog Walk	Repairs & Maint	500
	4500		Grass Cutting	1,080
510	4500	High Street Recreation Ground	Grass Cutting	2,400
EMR	320	Common Fund		14,000
Total delegated budget responsibility 2018/19				£46,940