

# COLNEY HEATH PARISH COUNCIL

Highfield Park Visitor Centre

Hill End Lane

St Albans AL4 0RA

Tel: 01727 825314

Email: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)



## ENVIRONMENT COMMITTEE

### TERMS OF REFERENCE

#### 1. Premise

The purpose of this Committee 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 of Council but due to the delegated budget only named Committee members confirmed by a resolution of Council will have voting rights in this Committee.

#### 2. Membership

For 2022/23 the members of this Committee shall be The Chairman was elected at the Annual Parish meeting held 19<sup>th</sup> May 2022 and was resolved to for 2022/23 to be Councillor Kate Slaughter.

Members of the 2022/23 Committee were **RESOLVED** to be Cllrs Slaughter, Brazier, Mulroney, Barnes and Llewelin.

#### 3. Functions

The committee will be responsible for:

1. Council have given delegated authority of this Committee to oversee the expenditure of the Environment items of the Colney Heath Parish Council budget, full details can be found in the budget document.
2. Oversee the management of parks, open spaces, gardens and play areas under the control of the Council.
3. Exercise the Council's powers to acquire maintain, provide, contribute towards expenses of burial grounds, cemeteries, monuments and memorials.
4. Provide and maintain notice boards, bus shelters, litter bins, street furniture, salt bins, dog waste bins, security bollards gates and stiles also signs, coal posts & 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.

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7. To exercise recommendations to the management of health and safety issues in respect of all the services of this Committee.
8. To consider, determine and recommend any new contracts and any renewals of existing contracts under the jurisdiction of this Committee.
9. To consider and make recommendations to the Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than the end of the 2<sup>nd</sup> financial quarter (September) of each year. Amended from 30<sup>th</sup> November and this is too late.
10. To recommend 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.
13. Review and promote community engagement and development and encourage volunteering.
14. Establish Sub-Committees to progress/deliver specific projects.
15. Keep under review the need for additional community facilities, events or services or develop plans accordingly.
16. To liaise with stakeholders e.g. CPRE, Natural England, HMWT, SADC, HCC.
17. Monitor and review Environment Work Plan/Task List.

Adopted by Full Council at their meeting held 19<sup>th</sup> May 2022.

A handwritten signature in black ink, appearing to be 'A. P. P.', is written over a horizontal line.

**COLNEY HEATH PARISH COUNCIL**  
**CLERK TO THE COUNCIL**  
**25 MAY 2022**

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## Environment Committee

### Appendix Delegated Budget 2022/23

| Centre | Code | Area                                             | Item                                | 2022/23 Budget<br>£ |
|--------|------|--------------------------------------------------|-------------------------------------|---------------------|
| 220    | 4470 | Community Events                                 | Beating the Bounds<br>Common Events | 250                 |
|        |      |                                                  | Totals                              | 250                 |
| 230    | 4500 | Open Spaces                                      | Parish Grass Cutting                | 10,900              |
|        | 4510 |                                                  | Bus Shelter Cleaning                | 1,900               |
|        | 4511 |                                                  | Bus Shelter Repair                  | 4,000               |
|        | 4515 |                                                  | Garden Expenditure                  | 300                 |
|        | 4520 |                                                  | Dog Waste Collection                | 3,000               |
|        | 4521 |                                                  | Litter Bin Collection               | 3,325               |
|        | 4525 |                                                  | H & S Inspections                   | 45                  |
|        | 4556 |                                                  | Environment BioDiversity Events     | 2,500               |
|        | 4557 |                                                  | Environment Initiatives             | 1,500               |
|        |      |                                                  | Totals                              | 28,050              |
| 240    | 4200 | Colney Heath Common                              | Repairs & Maintenance               | 1,500               |
|        | 4550 |                                                  | Common Expenditure                  | 7,500               |
|        | 4555 |                                                  | Flood Defences                      | 2,500               |
|        |      |                                                  | Totals                              | 13,350              |
| 400    | 4500 | Gloucester Park<br>Hill End Lane, Highfield      | Repairs & Maintenance               | 500                 |
|        |      |                                                  | Totals                              | 500                 |
| 405    | 4200 | High Street Rec Ground<br>Colney Heath           | Hedges & Trees                      | 2,000               |
|        |      |                                                  | Totals                              | 2,000               |
| 410    | 4200 | Roestock Park<br>Admirals Close, Colney<br>Heath | Repairs & Maintenance (MUGA)        | 1,200               |
|        | 4205 |                                                  | Electricity                         | 180                 |
|        | 4518 |                                                  | Hedge Maintenance                   | 1,500               |
|        |      |                                                  | Totals                              | 2,880               |
| 415    | 4200 | Sleapshyde Park<br>Sleapshyde                    | Repairs & Maintenance               | 1,000               |
|        |      |                                                  | Totals                              | 1,000               |
| 420    | 4500 | Sleapshyde Green &<br>Pond                       | Repairs & Maintenance               | 1,200               |
|        |      |                                                  | Totals                              | 1,200               |

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|                        |      |                                                        |                          |         |
|------------------------|------|--------------------------------------------------------|--------------------------|---------|
| 425                    | 4200 | Tyttenhanger Open Space, Behind CMH Tyttenhanger Green | Repairs & Maintenance    | 1,500   |
|                        | 4502 |                                                        | Hedge & Tree Maintenance | 1,500   |
|                        |      |                                                        | Totals                   | 3,000   |
| 440                    | 4200 | Horseshoe Field Smallford                              | Repairs & Maintenance    | 500     |
|                        |      |                                                        | Totals                   | 500     |
| 510                    | 4200 | Colney Heath Pavilion Rec Ground                       | Repairs & Maintenance    | 500     |
|                        | 4500 |                                                        | Grass Cutting            | 3,000   |
|                        |      |                                                        | Totals                   | 3,500   |
| Total Delegated Budget |      |                                                        |                          | £56,230 |