



WRITTLE PARISH COUNCIL
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TERMS OF REFERENCE

Version Number	Date	Author	Notes
1.0	June 2019	L Fox	Agreed at Environment Committee Meeting – 17 June 2019
1.1	10 June 2020	L Fox	Agreed at Environment Committee Meeting – 15 June 2020
1.2	16 June 2021	L Fox	Agreed at Environment Committee Meeting – 21 June 2021
1.3	17 June 2022	L Fox	Agreed at Environment Committee – 20 June 2022
1.4	23 March 2023	J Atterbury	Agreed at PCM 3 April 2023
1.5	April 2024	L Fox	Approved at PCM – 8 April 2024
1.6	April 2025	J Atterbury	Approved at the PCM 7 April 2025
1.7	March 2026	J Atterbury	Approved at PCM 13 April 2026

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

Parish Council members to be agreed 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 the Environment Committee meetings during the year.

Quorum

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

Chair and Vice Chair

The Chair shall be proposed and elected annually at the Annual Parish Council Meeting in May. The 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 City Council and County Council where necessary.

Greens and Open Spaces

- Cleaning and care of the village ponds: - Wear pond, Gore pond and Tutney 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 City Council or County Council.
- Informing City Council if grass verges and spaces which are owned by the City Council 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.
- Ensuring the wild garden – land left of Riverside Place and parcels of land owned by the Parish Council either side of Writtle Mill are reviewed annually.

Footpaths

- Footpaths. To liaise with the voluntary footpath officers on the condition of the 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.
- Following up any reports of bonfires (which are banned) Inspection of plots and possible termination if terms of the lease are not fulfilled.
- Liaising with the Garden and Allotment Society.
- Annual inspection of the compost toilets.

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.
- The Chair will represent the Environment Committee on the Executive and Finance Committee
- The Environment Committee is authorised to establish sub-committees and working groups and appoint advisors to assist in this work. The sub-committees or working groups must have agreed terms of reference and a timeframe for them to operate.

Review: April 2027