



## **COMMUNITY & ENVIRONMENT COMMITTEE – TERMS OF REFERENCE**

### **1. Objective**

The Community & Environment Committee's role is to oversee the Council's duty to consider its impact on biodiversity pursuant to the Natural Environment and Rural Communities Act 2006 as well as overseeing the management and maintenance of the parks, green spaces and allotments within the village. The Committee is also dedicated to building good relationships and encouraging joint working with local community groups and organisations.

### **2. Membership**

Membership of Community and Environment Committee will be decided at the Annual Meeting of the Parish Council in May each year.

The Community and Environment Committee will comprise no fewer than six members, with three voting members as a quorum. Non-members of the Parish Council may be co-opted on to the Community and Environment Committee (in a non-voting capacity) as required.

### **3. Areas of Responsibility**

The Community and Environment Committee will have will have delegated powers (Local Government Act 1972 section 101) to make decisions without reference to Full Council on issues relating to:

- a) Supporting the Council's aims and objectives concerning the maintenance and enhancement of Biodiversity in accordance with the Natural Environment and Rural Communities Act 2006)
- b) Overseeing maintenance around the village including Village Green, Water Feature, Burley House Field, the Recreation Ground, Grange Park, Garden behind St Mary's Parish Church and other green spaces.
- c) All activities related to the running of the allotments owned and managed by Full Council.
- d) Encouragement of waste reduction (especially single use plastics) and recycling.

- e) Working with Bradford Metropolitan District Council (MDC) on improving walking and cycling infrastructure, including footpaths and “snicket” maintenance.
- f) Liaison with local churches and community groups.
- g) Tree management and replacement for parks and conservation areas with overview by Bradford MDC.
- h) Liaison with Bradford MDC on litter management.
- i) Management of Newsletter distribution.
- j) Any other items as decided by the Parish Council.

#### **4. Meetings**

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Burley Parish Council. The Parish Clerk or the Chairman of the Committee may call additional Committee meetings as and when necessary to ensure that all matters are discussed and resolved within an appropriate timescale.

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the Full Council meetings.

#### **5. Admission of the Public and Press**

The Public and Press will be admitted to all meetings of the Committee in line with the Council’s Standing Orders. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting due to the confidential nature items of discussion. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee’s agenda.

#### **6. Review**

These terms of reference are to be reviewed annually.