

**WALMER PARISH COUNCIL  
TERMS OF REFERENCE FOR  
THE AMENITY & ENVIRONMENT COMMITTEE**

*Amendments suggested at meeting of 23 May 2013 shown in italics*

**MEMBERSHIP**

- The Amenity & Environment Committee shall consist of up to SIX Councillors (plus the Chairman and Vice Chairman *of the Council* unless they signify that they do not wish to serve) who shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- All Councillors will receive papers for committee meetings or notification by email of their availability on the website and have the right to attend meetings and speak but not vote on Agenda Items.

**PROCEDURES**

- The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of meetings to the next meeting of the Parish Council and seek approval for recommendations made.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

**FREQUENCY OF MEETINGS**

- The Committee shall normally meet every 2 months in January, March, May, July, September and November unless varied by the agreement of the Committee

**FUNCTIONS**

- To consider any issues relating to the management of land and facilities within the Parish not already covered by specific working groups or referred to it by the Council.  
{Note: A specific Working Group currently exists for the Drill Field and minutes and recommendations should go directly to the next appropriate Council Meeting for consideration.}
- To discuss and make recommendations to the Council on other matters delegated to the committee, currently:-
  - a) Allotments Management  
To recommend levels of fees & charges for the letting of the allotments at Campbell Road and any other facilities owned by the Parish Council.
  - b) *Hawkshill Freedown*
  - c) York & Albany Close Land
  - d) Footpaths & Public Rights of Way
  - e) Environmental Projects (Historic Information Notice Boards)
  - f) Dog Fouling, Waste & Recycling
  - g) Tree Planting (liaison with Tree Warden)
  - h) Cycling Provision
  - g) Support of Youth facilities and provision.
- To identify any additional areas of open space or facilities, which may require consideration or attention by the Parish Council.
- To appoint appropriate liaison officers, representatives or sub-committee members to facilitate the work of the committee unless previously appointed by the Council.
- To undertake any other functions as may be required by Council.