



ENVIRONMENT AND OPEN SPACES COMMITTEE TERMS OF REFERENCE

The Environment and Open Spaces Committee Terms of Reference were adopted by the Council on 11 May 2022.

1 Committee

- 1.1 The Environment and Open Spaces Committee is constituted as a Committee of Kennington Community Council in accordance with section 4 of the Council's Standing Orders.
- 1.2 The Committee will work closely with residents, statutory bodies and voluntary organisations to protect promote and enhance the environment of the Council's area, having regard to legislation including but not limited to the Local Government Act 1972, the Public Health Act 1936, the Clean Neighbourhoods and Environment Act 2005, Highways Act 1980, the Open Spaces Act 1906, the Small Holdings and Allotments Act 1908.

2 Precedence

- 2.1 Where there is any actual or perceived difference in interpretation between these Terms of Reference and the Council's Standing Orders or Financial Regulations, the Council's Standing Orders or Financial Regulations shall apply.

3 Members

- 3.1 Five Councillors shall be appointed annually at the Annual Council Meeting as voting members. In addition, the Chair of the Council, unless he or she is one of the five appointed voting members, shall be an ex-officio member entitled to attend meetings, to speak, to propose or second a motion but not to vote.
- 3.2 Substitute members are permitted, provided two days' notice has been given to the Proper Officer.
- 3.3 Council may appoint up to two non-Councillors to be non-voting members of this Committee if they have relevant skills and experience which would be of benefit to its work; the Committee may recommend nominees to Council.
- 3.4 The Council's Clerk shall attend all meetings of the Committee, to provide advice and guidance and to record outcomes of the meeting.
- 3.5 The quorum of the Committee shall be three voting Members.
- 3.6 In the event of a vacancy arising on this committee, a replacement Councillor may be appointed during the year by the Community Council at a full Council meeting and serve until the Annual Meeting of the Council.

4 Chair

- 4.1 The Chair is to be elected annually by the Committee at their first Meeting. In the event of the Chair resigning from that position, from the Committee or from the Council, a new Chair is to be elected at the next Committee meeting, to serve for the remainder of the year.



4.2 The Vice Chair (if there is one) is to be elected annually by the Committee at their first Meeting. In the event of the Vice Chair resigning from that position, from the Committee or from the Council, a new Vice Chair is to be elected at the next Committee meeting, to serve for the remainder of the year.

4.3 The Chair of the Committee, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice Chair of the Committee (if there is one) if present shall preside

5 Voting

5.1 Only Councillors referred to in paragraph 3 may vote at a meeting. In the case of an equal vote the Chair of the Council shall have a second or casting vote. Non-voting members may participate in discussions but may not vote.

6 Interests

6.1 A councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter.

6.2 Non-voting members should declare any relevant interest and withdraw during any discussion in which they have a conflict of interest.

7 Meetings

7.1 The Committee will meet as the workload requires, but in any case, at least twice each year with a minimum of 5 working days' notice given.

8 Terms Of Reference

8.1 To review the Terms of Reference of the Committee at least once during the year and make recommendations to Council for its approval at the Annual Council Meeting of Council or when necessary.

9 Minutes

9.1 All Minutes shall be open for inspection by any Councillors, except where this would breach the rights of individuals who may be identified in the minutes.

10 Responsibilities

To consider all matters under the following headings and other rights and responsibilities of Community Councils generally regarding environmental and open space matters and to make recommendations to the Council for its approval

10.1 Allotments

- (i) Establish levels of demand for allotments
- (ii) Work with existing allotments tenants and Ashford Allotment Society to promote their use and seek to secure improvements where required
- (iii) Determine whether additional provision is required, and, if so, identify how this can be met
- (iv) To set up an Allotments Subcommittee to provide an advisory forum for engagement and discussion between the Community Council and its allotment tenants at Burton Farm and



Bybrook Allotments, and to make recommendations to this Committee on any matters relating to the management, maintenance, and tenancy of the allotments in Kennington.

- 10.2 To obtain estimates for the costs of any proposed scheme in accordance with the Council's procurement policies, and seek assurance from the Finance and General Purposes Committee that proposed expenditure is within budget.
- 10.3 Public Rights of Way
- (i) Promote the use of footpaths, bridleways, cycle paths and other public rights of way
 - (ii) Promote development of walking and cycling routes and connections to neighbouring areas
 - (iii) Report defects and obstructions to Kent County Council and other organisations where appropriate
 - (iv) Seek to secure funding to effect repairs, enhance existing, or create new public rights of way where this is not available from statutory bodies
- 10.4 Parks and open spaces
- (i) Promote the use of parks and open spaces for recreation, physical activity, and for amenity value
 - (ii) Protect and enhance areas of informal green space
 - (iii) Seek to secure funding to enhance existing parks, open spaces, and informal green space, or to facilitate community use of the same, where this is not available from statutory bodies
- 10.5 Sports and Recreational Facilities
- (i) Provide and promote the use of sports facilities or contribute towards the expenses of any voluntary organisation or local authority that provides sports facilities in the Council's area
- 10.6 War Memorials
- (i) Maintain, repair and protect war memorials in the Council's area
- 10.7 Village and Town Greens
- (i) Work with residents in the defined boundaries of village and town greens to support their use for lawful sports and pastimes
 - (ii) Facilitate improvements or enhancements put forward by residents in the defined boundaries, where the relevant legislation permits
- 10.8 Local Nature Reserves
- (i) Work with statutory and voluntary organisations to support ecological development of Local Nature Reserves and to encourage public engagement
- 10.9 Tree, hedge and wildflower planting
- (i) Work with residents, statutory and voluntary organisations to identify opportunities for planting trees, hedges and wildflower areas, for ecological or amenity value
 - (ii) Promote opportunities for community engagement in planting and managing community trees, hedges and wildflower areas
- 10.10 Wastewater Treatment Works



- (i) Work with statutory providers to monitor operation of wastewater treatment works, with particular consideration of prevention of odour, water quality of outflow, transport by road of products to or from other sites and from domestic premises, storage and transport of treated sludge, combined sewer overflows, and repeat public sewer blockages

10.11 Bus shelters

- (i) Work with residents and providers to determine requirements for bus shelters, and make provision to provide and maintain shelters if necessary

10.12 Street Cleansing & Litter Issues

- (i) Monitor persistent incidents of street cleaning problems, littering and fly-tipping and work with residents and statutory bodies to resolve

Policy Adopted: 11 May 2022

Review due: 10 May 2023

Revision History

Version	Date	Comments
Draft v0.1	1 Sep 2019	Initial draft for comment
Final 1.0	11 Sep 2019	Adopted
Draft v1.1	29 Mar 2022	Minor amendments for standardisation; insertion of detail for Allotments
Draft v2.00	11 May 2022	Adopted by Annual Meeting 2022