



## Environment And Places Committee Terms Of Reference

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## Environment And Places Committee Terms Of Reference

The Environment and Places Committee Terms of Reference were adopted by the Council on 14 February 2024.

### **1 Committee**

- 1.1 The Environment and Places 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.
- 1.3 The Committee will work closely with residents, statutory bodies, voluntary organisations, local societies and other community stakeholders to promote the provision of a replacement community facility to be built on or within 75 metres of the site of the former Bockhanger Community Centre, having regard to Local Government Act 1972, ss.124,127, 133, 145(1)(a), Local Government (Miscellaneous Provisions) Act 1976, s.19.

### **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 Eight 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 six 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 Appointments**

- 4.1 The Committee will appoint from among its members a person to take the lead in identifying topics to be publicised whether for the purpose of providing public information or more generally communicating the work of the Committee to residents. This can be a councillor or a non-councillor member of the Committee. The nominee will represent the Committee in meetings of the Communications Working Group and will consult with other Committee members to provide prepared text and other relevant materials to the Clerk for final approval and release on behalf of the Council through whichever approved channels the Clerk judges appropriate.

## **5 Chair**

- 5.1 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.
- 5.2 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.
- 5.3 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.

## **6 Voting**

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

## **7 Interests**

- 7.1 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



- 7.2 to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter.
- 7.3 Non-voting members should declare any relevant interest and withdraw during any discussion in which they have a conflict of interest.

## **8 Meetings**

- 8.1 The Committee will meet as the workload requires, but in any case, at least twice each year with a minimum of 3 clear days' notice given.
- 8.2 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons.

## **9 Terms Of Reference**

- 9.1 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.

## **10 Minutes**

- 10.1 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.

## **11 Responsibilities**

- 1) 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.
- 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 Policies Committee that proposed expenditure is within budget.
- 3) In liaison with the Finance and General Policies Committee, to seek grants and other external sources of funding including public subscription to offset the costs of schemes and to promote civic engagement.

### **11.1 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.

### **11.2 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) Ensure defects and obstructions are reported to Kent County Council and other organisations where appropriate and resolved as soon as practicable.
- (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.

## **11.3 Parks and Open Apaces**

- (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.

## **11.4 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.

## **11.5 Community Facilities**

- (i) Coordinate consultations with residents and local societies and other stakeholders on the design, development and usage of any community facility to be built on or within 75 metres of the site of the former Bockhanger Community Centre.
- (ii) Compile information on the construction and management of community facilities in Kent and neighbouring areas, along with any other information which may assist the Council in decisions to be taken on a future Bybrook-Bockhanger Community Facility.
- (iii) Liaise as judged necessary with operators of other community facilities within the Council area, including those which may be under construction.
- (iv) Update the Business Case as required for approval by Council.
- (v) Make recommendations to Council on all financial aspects of a future Bybrook-Bockhanger Community Facility, including potential funding bodies and sources beyond local government.
- (vi) Make recommendations to Council on all management aspects of a future Bybrook-Bockhanger Community Facility, including governance arrangements.

## **11.6 Entertainment and the Arts**

- (i) Provide and promote entertainment of any nature or contribute towards the expenses of any voluntary organisation or local authority that provides entertainment in the Council's area.
- (ii) Promote the development and improvement of the knowledge, understanding and practice of the arts and the crafts which serve the arts.
- (iii) Make provision for any purpose incidental to the provision of entertainment or development of the arts, including the provision of refreshments or programmes and advertising.

## **11.7 War Memorials**

- (i) Maintain, repair and protect war memorials in the Council's area.

## **11.8 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.



## **11.9 Local Nature Reserves**

- (i) Work with statutory and voluntary organisations to support ecological development of Local Nature Reserves and to encourage public engagement.

## **11.10 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.

## **11.11 Wastewater Treatment**

- (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, and repeat public sewer blockages.
- (ii) Work with statutory providers to monitor combined sewer overflows and to seek removal of these.
- (iii) Work with developers where “packaged” wastewater treatment solutions are proposed to consider the impact on the local environment

## **11.12 River Water Quality**

- (i) Work with statutory and other organisations including The River Stour (Kent) Internal Drainage Board, The Environment Agency and the Kentish Stour Countryside Partnership to understand the health of local rivers and tributaries in the Council’s area, and to seek improvement.

## **11.13 Bus Shelters**

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

## **11.14 Street Cleansing and Litter Issues**

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

## **11.15 Protection Of Local Heritage And Amenities**

- (i) Seek to secure recognition, protection and enhancement of local heritage and amenities through appropriate listings, including Assets of Community Value, Town and Village Greens, Historic England, local authority registers.

## **11.16 Highway Improvement Plan**

- (i) Work with residents and other stakeholders in the area to draft a Highway Improvement Plan in accordance with Kent County Council’s Highway Improvement Plan process, and to make recommendations to Council for priority projects and funding.
- (ii) To consider the needs of all road users including pedestrians and to seek to improve the safety and amenity of all road users.
- (iii) To identify opportunities for highway improvements that could be included as developer contributions in any planning application or as policy obligations in any Local Plan and make recommendations to Council.



**Policy Adopted: 14 Feb 2024**

**Review due: 10 May 2024**

## **Revision History**

Version	Date	Comments
Draft v0.1	13 Apr 2023	Initial draft for comment
Draft v0.2	5 May 2023	Amended for consistency with other committees
Final v1.00	17 May 2023	Adopted at Council Meeting 17 May 2023
Draft v1.1	11 Oct 2023	Amendment to members (3.1) from six to eight
Final 2.00	11 Oct 2023	Adopted
Draft 2.1	5 Feb 2024	Addition of Highways Improvement Plan
Final 3.00	14 Feb 2024	Adopted