

## **TERMS OF REFERENCE**

### **ENVIRONMENT COMMITTEE**

#### **MEMBERSHIP**

This Committee comprises of 10 Councillors and is supported by the Town Clerk

#### **FREQUENCY OF MEETINGS**

The meetings will be held monthly on the last Wednesday of the month at 7pm unless there is a school holiday. In those months the meeting will be brought forward a week. There will not be a meeting in August unless there are planning applications to be determined.

#### **CHAIR AND VICE CHAIR**

The Chair and Vice Chair will retain the positions for the tenure of the Council subject to the approval at the annual May Meeting. The Chair would be entitled to receive the Specific Allowance as recommended by the IRPW which will be paid before the end of 2019/20 financial year.

#### **QUORUM**

Quorum is 50%

#### **SCOPE**

As agreed by Council in July 2019, the following decisions will be delegated to the Environment Committee

- a) Approval of its Minutes as true and correct record
- b) Approval of expenditure on items within the Committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget
- c) To be the lead Committee in respect of all actions within the Protect & Enhance the Environment and Economically Thriving Town tables of the Council's Action Plan and prepare progress reports for Council as appropriate
- d) Co-ordination of any town council initiative in relation to
  - Abergavenny in Bloom
  - Refill Abergavenny
  - Green Infrastructure Strategy promoted by MCC
- e) Encourage and support community engagement in the delivery of actions

- f) To make observation on all planning, treeworks, highways, public rights of way, highways, licensing applications and submit comments to the appropriate authority.
- g) To arrange meetings with residents, developers or planning officers to assist with the formulation of those observations
- h) To identify, comment upon and refer to the relevant authority any matters considered to be in breach of planning permission
- i) Street naming
- j) To respond to all relevant external consultations and take part in any discussions which would result in changes to the LDP, SPGs etc
- k) Preparation of budget monitoring reports as determined by Policy & Resources Committee
- l) Preparation of a proposal to Policy & Resources Committee for the following year's budget based on evidence of potential spend and need
- m) Any other matter which may be delegated to it by the Council from time to time

The delegated decision making by Committees MUST be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned. Where matters are delegated to the Committee, so far as is legally permissible, decisions are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council.