



Property & Environment Committee Terms of Reference

MEMBERSHIP:

- Five Councillors and/or Town Mayor or Deputy Mayor
- Membership of the Committee will be decided at the Annual Meeting of the Town Council
- At the first Committee meeting of the municipal year a Chair and Vice-Chair will be elected
- A quorum will be three members or one half of the Committee membership, whichever is greater
- Outdoor Maintenance Operative is an ex-officio member of this committee
- Suppliers and volunteers can be invited to attend as required

MEETINGS:

- The Committee will meet every month but may conduct urgent business on environmental matters under the direction of the Chair;
- A record of activities and decisions taken by the Committee will be recorded in the Committee Minutes;
- Minutes of the Committee will be submitted to the Town Council at the next meeting for debate;
- The Clerk is responsible for acting on the decisions of the Committee as directed

DELEGATED RESPONSIBILITIES: In line with budgets set by the Governance & Resources Committee the Committee has delegated authority and responsibility as set out below:

- Assess the budget requirements of this committee annually and submit this request to the Finance & Governance Committee
- Manage and monitor expenditure of the budget delegated to this committee
- Direct the Clerk/Proper Officer to purchase any service, goods or materials in accordance with Standing Orders and Financial Regulations and ensuring best value for money



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Environment & Public Realm: To manage and provide recommendations to the Council on issues relating to environmental and public realm matters including:

- 1) Maintain and improve open spaces and Public Rights of Way including tackling weeds, dog fouling; fly-tipping and litter and, where possible, improving footpaths and pavements;
- 2) Manage the Town Council's relationship with the Carnforth Allotments Association;
- 3) Direct, manage and monitor the work of the Outdoor Maintenance Officer
- 4) Manage environmental events such as litter-picking and 'clear up days' ensuring that any necessary risk assessments are completed and any required permissions are obtained;
- 5) Manage the installation of street furniture, bins and any other assets in open spaces;
- 6) Monitor and assess progress and determine responsibility for implementation of environmental projects and actions determined by the Committee
- 7) Carry out and action risk assessments for all environmental activities
- 8) Work in partnership with the local community and other organisations to maximise the scope for funding opportunities for environmental matters;
- 9) In collaboration with Lancaster City Council, establish and manage a 'grassland management strategy' for Carnforth;
- 10) Work in partnership with Lancaster City Council and other bodies to be sustainable and tackle climate change
- 11) Support officers in developing skill sets required to undertake environmental tasks and attend training as necessary



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- 12) Deliver key objectives set out in the emerging Carnforth Neighbourhood Plan relating to the environment, specifically:
- To retain, enhance and provide new pedestrian and cycling facilities within Carnforth and the surrounding areas, to provide seamless integration with the existing urban areas, public transport links and great spaces to encourage a reduction in vehicular travel, heavy vehicle movement and associated air pollution (CNP Objective 3)
 - To protect and enhance habitats and green infrastructure networks through sensitive developments and to encourage local habitat improvement and creation (CNP Objective 6)
 - To promote development that is responsive and resilient to climate change (CNP objective 7)

Property: To manage and provide recommendations to the Council on issues relating to property matters including

- 1) Managing the operation, maintenance and use of Council assets including Carnforth Civic Hall, Crag Bank Village Hall and all other physical assets;
- 2) Ensure that the acquisition, disposal and write-off of Council assets is in accordance with Standing Orders and Financial Regulations;
- 3) Annual review the Council's asset register and carry out a bi-annual review of all physical assets;
- 4) Develop key performance indicators on the management of Council assets
- 5) Determine the policy for the disposal, write-off and replacement of assets
- 6) Ensure that quotations and competitive tenders for the acquisition of assets are obtained in line with the Council's Standing Orders and Financial Regulations
- 7) Work in partnership with the local community and other organisations to maximise the scope for funding opportunities for the acquisition and maintenance of assets
- 8) Meet annually with the Finance and Governance Committee to discuss forward planning and budgetary requirements for the following financial year