

ENVIRONMENT & HIGHWAYS COMMITTEE

TERMS OF REFERENCE

ROLE

The Environment & Highways Committee is a Standing Committee of the Council and is responsible for the preservation and enhancement of the local environment and interests of the local community within its powers and duties.

The Committee is also responsible for the consideration and representation to the appropriate authority, if necessary, any item relating to; roads, road safety and parking; footways including pavements; footpaths including Rights of Way; passenger transport services; and any other issue relating to highways, footpaths and public transport.

RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
2. To consider the provision, and manage the maintenance and replacement of Parish Council owned street scene furniture *not* on Parish Council owned land, including; bus shelters, flower containers or planters, litter bins, dog bins, grit bins, bollards or posts, village signs, noticeboards, village shelters or any other street scene furniture.
3. To determine and monitor service contracts for delegated grass cutting and make recommendations to Council for appointment.
4. To determine and monitor service contracts for bus shelter cleaning in line with budget requirements.
5. To oversee maintenance for the area off Low Road known as Green Lanes, including the provision, maintenance and replacement of bins, benches and other furniture or fixtures.
6. To oversee tree maintenance including the programme of scheduled tree surveys at Green Lanes.
7. To consider bid proposals for Norfolk County Council's Parish Partnership Scheme and make recommendations to Council.
8. To consider its position in response to matters concerning highways, footpaths and public transport in Drayton and make recommendations to Council as necessary.
9. To review recycling and litter picking initiatives within the Parish and consider Council engagement.
10. To manage the planning and promotion of a community competition
11. To oversee the management and operation of Parish Council owned allotments and to determine allotment charges, tenancy agreements and rules and regulations.
12. To make recommendations to Council as necessary to protect the general environment and amenities of the village.
13. To oversee the implementation of allocated policies, in line with the Council's Document Log.
14. To consider any other matter which may be delegated to it by the Council from time to time.
15. To consider any implication(s) linked to other committees when conducting its business, making decisions and agreeing actions.

MEMBERSHIP & TERM OF OFFICE

The Committee will normally comprise a maximum of 7 members of Council. Membership and Chair shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chair's absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

QUORUM

The quorum necessary for the transaction of business is 3 members of the Committee.

MEETINGS

Ordinary Committee meetings will typically be held 4 times per year and no fewer than once every 12 months.

PUBLIC PARTICIPATION

Normal public participation is permitted at meetings of the Environment & Highways Committee.

MINUTES & REPORTING

Draft minutes are reviewed by the Chair and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Committee and published in place of the draft minutes on the website as soon as practicable.

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

COMMITTEE CLERK

The Deputy Clerk & Facilities Manager is normally the Clerk to the Committee. The Parish Clerk will act as Clerk to the Committee in the absence of the Deputy Clerk & Facilities Manager.

SUB-COMMITTEE

There are no sub-committees of the Environment & Highways Committee.

REVIEW

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the year and make recommendations for approval by Council at the annual meeting.

Terms of Reference reviewed and adopted by Council on **14th May 2026**