

# **Hartfield Parish Council - Environment and Transport Committee**

## Terms of reference

### **Role**

The Environment and Transport Committee is responsible for preserving and enhancing our natural environment and minimising the adverse impact of transport upon it and the Parish.

### **Membership**

A minimum of 4 members, all of whom must be Parish Councillors and one of whom will be elected Chairman, and one as Vice Chairman. Further members may be co-opted subject to the approval of the Parish Council.

Note: the Chairman and Vice-Chairman of the Parish Council are ex-officio members of the Environment and Transport Committee.

### **Co-ordination**

Co-ordination will be undertaken by the Chairman of the Committee, who will also ensure accurate minutes of the meeting are taken and kept.

### **Frequency of meetings**

The Environment and Transport Committee will meet bi-annually.

### **Quorum**

The quorum of the Committee shall be 3 Parish Councillors

### **Responsibilities**

To include, but not limited to:

- Climate change
- Highways
- Ashdown Forest
- Landscape issues
- Tourism
- Recycling and waste
- Conservation of flora and fauna
- Pollution – air, water, drains etc
- Appearance of parish including dog fouling and littering
- Traffic management, speed etc
- Transport
- Rivers, flooding and ordinary water courses.

### **Reporting arrangements**

The minutes of each Committee meeting will be distributed promptly to all members of the Parish Council via the Clerk and posted on the Parish Council web-site.  
**Items falling outside the terms of reference should be referred to the appropriate committee or the full Parish Council.**