

Brundall Parish Council

Environmental Committee Terms of Reference

The Committee is appointed annually by the Parish Council at the AGM to advise on and/or co-ordinate wildlife, biodiversity, and environmental issues on land owned and/or managed by the Council. The Committee will also evaluate any proposals, Local Plans, Green Belt and development schemes that may affect the Parish, and make recommendations.

1. The Committee shall comprise a minimum of 8 and a maximum of 12 members to include:
 - i. 3 Parish Councillors
 - ii. wildlife, biodiversity, and/or environmental specialists, if willing to serve
 - iii. the tree ~~warden-co-ordinator and/or a representative of the Broadland Tree Warden Network~~, if willing to serve
 - iv. any other persons interested in relevant issues or with relevant expertise
2. The Committee may, during the year, co-opt additional members for specific projects on a temporary basis.
3. Membership of the Committee is approved at the Annual Meeting of the Parish Council. Any change in membership of the Committee during the year shall be confirmed by the Parish Council at its next ordinary meeting.
4. The Committee shall elect its Chairman and Vice-Chairman, who shall be Parish Councillors.
5. Quorums for meetings will be a minimum of 3 members, including 1 Parish Councillor, who will Chair the meeting.
6. The Committee shall meet at least 4 times a year, or when requested to give advice on an issue by the Council.
7. The Parish Clerk and/or Deputy Clerk shall be in attendance.
8. The Committee shall ensure that any actions performed on land owned or leased by the Council is in accordance with the Council's regulations and specifications in relation to wildlife, biodiversity and environmental issues including, trees, hedgerows and roadside verges. A register will be maintained of all public footpaths, bridleways etc and recommendations made to the appropriate body as to their upkeep. They will also advise the Full Council or Committees on environmental, risk assessments, and work of voluntary groups or paid contractors.
9. The Committee Chairman will provide the Full Council with a report on its work after each meeting.

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~~27th February 2023~~ 16th March 2026

10. The Committee's Terms of Reference shall be subject to the approval of the Full Council and will be reviewed as per the Advisory and Scrutiny Committee review schedule.
11. The Committee shall liaise with and advise the Land Management Committee/other Committees to ensure all Brundall Parish Council work practice is in accordance with environmental good practice and legislation.
12. The Committee shall prepare an Annual Report for the Annual Parish Meeting.
13. Any matters which require decision by the Full Council shall be submitted via a written report.

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