

BERKHAMSTED TOWN COUNCIL

TRANSPORT & ENVIRONMENT COMMITTEE

Terms of Reference



1. Status

The Transport & Environment Committee shall be a standing committee of Berkhamsted Town Council. Its members shall be reviewed and appointed annually at the Annual Council Meeting

It is an autonomous committee and its decisions and recommendations do not require ratification by full council unless a matter is specifically referred, or an issue is required by law or proper practice to be discussed at full council. The committee is subject to the council's Standing Orders and Code of Conduct.

2. Membership, Quorum and Voting

- The committee shall consist of seven elected members.
- Its quorum shall be four (4).
- The chair and vice chair of the committee shall be elected by the committee at its first meeting following the Annual Council Meeting.
- The committee shall appoint three substitute members whose role will be to replace any ordinary member at a committee meeting, including their right to vote, where such ordinary member is unable to attend.
- If the meeting is inquorate, it will be postponed to a later date.
- The mayor shall be a voting member, ex-officio.
- Non-voting advisory persons may be invited to a committee meeting to advise on specific issues, but they shall not have a vote.

3. Co-options

The committee may co-opt individuals at any time who would enhance the committee by virtue of their knowledge and expertise.

4. Aims and Objectives

Transport:

- To represent the needs of residents and visitors to the responsible authorities to improve and enhance transport infrastructure and services for the town.
- To actively engage and, where relevant, consult on the preparation of transport plans by other authorities.
- To make recommendations to the highways and other transport agencies regarding the improvement and co-ordination of all forms of transport systems serving the town.
- To investigate and pursue solutions to highways, transport, and road safety issues with the relevant authorities.

Environment:

- Regularly monitor environmental issues through public consultation and member observation.
- Pursue problems and suggestions with the Borough and County Councils, and any other authorities to resolution.

The following are of particular importance:

- The Grand Union Canal, the River Bulbourne and the town's green and amenity spaces.
- The identification and clearance of litter, graffiti and noise hotspots and the provision of recycling facilities for small businesses.
- To encourage and enable conservation work by volunteer organisations.
- To recommend projects to full council actively seeking appropriate environmental grants for these projects.

5. Working Groups

The committee shall have the power to set up working groups who will report to the committee as required.

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6. Budget

Any additional funds required by the committee to discharge its obligations shall be sought from full council.

7. Meetings

- The committee's agendas and minutes shall be published on the council website, social media and noticeboards and the list of dates published in the council's annual calendar.
- Meetings of the committee shall take place as business requires but will meet at least three times a year.