

**Berkhamsted Town Council**  
**TRANSPORT & ENVIRONMENT COMMITTEE**  
**Terms of Reference**

**1 Status**

The Transport & Environment Committee shall be a Standing Committee of Berkhamsted Town Council appointed at the Annual Council Meeting. As such it is autonomous; its decisions do not require ratification by Council unless a matter is specifically referred up. All committees are subject to adopted Standing Orders and the Code of Conduct.

**2 Membership**

The Committee shall consist of 7 elected Members of Berkhamsted Town Council. Its quorum shall be 4. In accordance with Standing Orders Part 1 para 8 Quorum, the Mayor shall be a voting member, ex-officio, but the Deputy Mayor, ex-officio, shall not have a vote unless already a member of the Committee.

**3. Co-options**

- a. The Committee shall have the power to co-opt representatives of organisations and individuals who, in the opinion of the Committee, shall enhance the effectiveness and representation of the Committee. These co-optees may be invited to join the Committee at its first meeting after the Annual Council Meeting or at a subsequent meeting of the Committee. There shall be no limit to the numbers invited to join, but none shall have voting rights.
- b. To appoint the Warden of Birtchnell's Copse and to receive reports regarding its maintenance and development.
- c. To appoint the Chairman of the Berkhamsted Parish Paths Partnership. To co-ordinate meetings and provide administrative support.

**4 Aim**

To ensure the environment and transport infrastructure and services of the Town meet the needs of the citizens.

**5 Major Responsibilities**

**Transport**

- a. Be active in the preparation of transport plans by other authorities
- b. 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.

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- c. Regularly monitor the transport infrastructure and services through public consultation and member observation. Pursue problems and suggestions with the Borough and County Councils, and any other authorities, until they are resolved.

**Environment:**

- d. Regularly monitor the environmental issues through public consultation and member observation. Pursue problems and suggestions with the Borough and County Councils, and any other authorities, until they are resolved. The following are of particular importance:
  - e. The Grand Union Canal, the River Bulbourne and the town's green and amenity space.
  - f. The identification and clearance of litter, graffiti and noise hotspots and the provision of recycling facilities for small businesses.
  - g. To monitor the agency agreement with Dacorum Borough Council regarding the grounds maintenance of St. Peters Churchyard and the lower Cemetery in Rectory Lane.
  - h. To encourage and enable conservation work by volunteer organisations.
  - i. To recommend the granting of an Environmental Grant for final decision by the Finance and Policy Committee in line with the objectives of the Council's Environmental Grant Policy.

## **6 Working Groups**

The Committee shall have the power to set up working groups as and when appropriate to further the tasks as identified in the Aims and Objectives. These groups shall report to the Committee on a regular basis or as specifically instructed.

## **7 Budget**

The Committee shall be maintained in accordance with a budget set by the Council at its meeting in January. Any additional funds required by the Committee to discharge its obligations shall be sought, if required by Financial Regulations, by application to the Finance & Policy Committee or Council, whichever is most appropriate or timely.

## **Meetings**

Meetings of the Committee shall normally take place at least six times a year. The time, date and place of meetings shall be determined by Council at the Annual Council Meeting, or otherwise by Council or this Committee's decision.