

# Pembury Parish Council

Working for Pembury People



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## Environment, Environmental Issues (including Allotments and Burials) Working Group Terms of Reference

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### **1. Introduction**

- 1.1. Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on 05/03/2018 and has recorded the decision under Minute 195a.
- 1.2. Pembury Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

### **2. Membership**

- 2.1. The Working Group shall consist of up to **SIX** Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2. The Chairman and Vice Chairman of the Council shall be ex-officio members of the Working Group.
- 2.3. The quorum of the Environment, Environmental Issues (Incl Allotments and Burials) Working Group will be **THREE** Members.

### **3. Procedures**

- 3.1. The Working Group will operate within Pembury Parish Council's Standing Orders and Local Government Law.
- 3.2. The chairman and vice chairman for the forthcoming year shall be elected at the Annual Parish Council Meeting.
- 3.3. The Working Group will submit all of its minutes of meetings for ratification to the next appropriate meeting of Pembury Parish Council
- 3.4. The Parish Clerk and/or Deputy Clerk will provide administrative support for the Working Group.

### **4. Meeting Dates**

- 4.1. The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2. The Working Group shall meet once every quarter on a Monday at 7.30pm in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ unless otherwise agreed.

## **5. Working Group Functions**

The Working Group shall:

- 5.1. To make recommendations to Full Council regarding local environmental matters and projects.
- 5.2. To monitor local environmental issues and make recommendations to Full Council if necessary.
- 5.3. To monitor and oversee the Woodside Road allotment site in conjunction with the Parish Office.
- 5.4. To appoint a representative to liaise with allotment holders on a day to day basis about the condition of their plots.
- 5.5. To develop a strategy for the management and maintenance of the allotment site and make recommendations to Full Council.
- 5.6. To review the tenancy agreements, conditions of tenancy and rent charges annually and make recommendations to Full Council.
- 5.7. To monitor and oversee Pembury Burial Ground, including the Memorial Garden and Memorial Wall, Lower Green Burial Ground and Old Church Burial Ground in conjunction with the Parish Office.
- 5.8. To develop a strategy for the management and maintenance of the burial grounds and make recommendations to Full Council.
- 5.9. To review the burial terms and conditions and fees annually and make recommendations to Full Council.