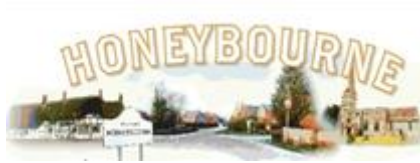


HONEYBOURNE PARISH COUNCIL



Summons and Notice of Meeting

Summons to Environment Committee Members

The meeting of the Environment Committee will be held at Honeybourne Sports (Pavilion)
Bretforton Road, Honeybourne
4th July 2023, at 7:30pm

Parish Councillors are hereby summoned to attend.

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time under agenda item . Members of the public are welcome to address Council with regard to items on the agenda or for future meetings, however this is not an opportunity for wider debate and the opportunity to speak is limited to 3 minutes per person, the open session will last for no longer than 15 minutes. There is no expectation on the council to respond to any comments made at this time.

AGENDA

EC-001 Election of Committee Chairman

EC-002 To receive and note any council member's apology for absence

EC-003 Declarations of Interest: Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

EC-004 To consider any dispensations

Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011, s33) must be with the Clerk before the meeting starts.

EC-005 Open Session – To hear from members of the public:

EC-006 To agree and approve Environment Committee Terms of Reference. Appendix 1.

EC-007 For discussion and agreement:

- a) Members to consider allocation of some funds from the CIL monies for field enhancement in Spring 2024. Report to follow.
- b) Arrange an open day following completion of the works at the Sports Field and Wildflower Meadow. Consider issuing invitations to members of WDC, residents and other stakeholders.
- c) To consider seating for Sports Field and gabion seating for Wildflower Meadow
- d) To consider adding additional sporting equipment for the Sports Field.
- e) To consider and approve quotations for a base for the golf/cricket cage. Quotes to follow.
- f) To consider what to do with unused hollow paving blocks stored at the sports field.
- g) To explore other sports for the Sports Field

EC-008 Items for discussion for the next meeting.

EC-009 To agree date of next meeting.

Linda Stanton
Parish Clerk
29th June 2023

***Supporting documents can be viewed on the Parish Council website**

Environment Committee Members:
Cllrs A Attridge, C Clear, G Clelland, H Jobes, C Steward & S Sidwell

Review Date	
Status	
Minute number	
Date of next review	

Honeybourne Parish Council

Terms of Reference Environment Committee

1. Legal Standing

Unless a statutory prohibition applies, the performance of the statutory powers and functions and related work of a local council can be delegated to a committee. This committee is appointed in accordance with the Local Government Act 1972, s101:1(a)

2. Purpose of the committee:

The committee is established to:

- manage, maintain and improve the sports, recreational and leisure facilities at the Sports Field and The Leys Playing Field.
- protect and enhance the biodiversity and preserve the environment of the Wildflower Meadow at The Leys Playing Field.
- to take note that the Community Infrastructure Levy Neighbourhood fund must be used to support development by funding:
 - The provision, improvement, replacement, operation or maintenance of infrastructure.
 - Anything else concerned with addressing the demands that development places on the Parish at the Sports Field and The Leys Playing Field.
- overseeing and maintenance of Parish Council's street furniture.

3. Membership

- I. The committee shall be comprised of six members of the Parish Council.
- II. Committee members will usually be appointed at the Annual Parish Council meeting.
- III. The committee chairman will be elected annually at the first meeting of the committee after the annual parish council meeting in May.
- IV. The committee quorum is 3 council members.

4. Committee Meetings

- I. This committee will meet every 2 months on the evening of the first Tuesday of the month or as required.
- II. The Parish Clerk as the Proper Officer to the Council shall call for the meetings.

5. Conduct of Meetings

- I. All meetings of the committee will be convened in accordance with the Parish Council's Standing Orders with which the meetings will comply.

- II. Agendas will be prepared, and minutes of all meetings will be taken by the Parish Clerk, or any member nominated at the meeting.
- III. Any decision and recommendations discussed at these committee meetings will be reported to the following Council meeting either for noting or approval.
- IV. Items for the committee meetings' agenda may be requested by any councillor either through a meeting or by contacting the Clerk.
- V. The meetings are open to members of the public and press.

DRAFT