



Boxley
PARISH COUNCIL

Boxley Parish Council

Environment Committee Terms of Reference

Role

The role of the Environment Committee is to represent the Parish Council on planning and highway issues and to make recommendations or take relevant action on other community issues.

Responsibilities

The Committee shall:

1. Consider and make representations as to land use.
2. Consider and make representations on planning and other related applications.
3. Make representations on appeals notified and attend public inquiries if considered necessary.
4. Consider and decide on appropriate action for matters relating to anti-social behaviour
5. Represent the Council upon all matters relating to development plans as well as district, structure and local plans and planning policy proposals.
6. Determine all matters relating to street naming.
7. Represent the Council on matters relating to highways, street furniture, roadside waste bins and bus passenger shelters. Bus Shelters that are owned by the Parish Council are dealt with by the Estates Committee
8. Consider all vehicle parking matters.
9. Consider all matters relating to public transport, postal and public utility facilities.
10. Consider all matters relating to street and footway lighting.
11. Consider all matters relating to public rights of way
12. Consider all matters relating to the preservation of trees, historic buildings and conservation areas.
13. Consider and make representations on land drainage and water transport.
14. Consider and make representations to the Borough and Kent County Council on grounds maintenance services and schedules for the Parish.
15. Consider youth issues within the Parish and to make recommendations/suggestions to the relevant bodies or agencies.
16. Make requests for Section 106 payments that would benefit the Parish.
17. Consider and make recommendations to the Parish Council on expenditure relating to any Community Infrastructure Levy funds allocated to the Parish Council.
18. Consider and make recommendations to the Parish Council on projects that could be submitted for funding from the Strategic Community Infrastructure Levy fund. Liaise with MBC Ward Councillors concerning neighbourhood CIL funding.
19. Monitor the CIL (Community Infrastructure Levy) received by the Parish Council. To approve spending on these funds for infrastructure projects.
20. Where relevant, undertake public consultations.
21. Consider matters relating to litter and fly-tipping.
22. Support litter picking groups with equipment and bag pick up.
23. Develop policies and procedures in order to deliver all the above.

Budget

1. To draft the Committee budget and decide priority ratings for the Committee and to submit budget requirements and recommendations to the Finance Committee.
2. To manage the budget and vire, where necessary, between budgets held and managed by the Committee.

3. To manage, according to Financial Regulations, contracts and tenders for any projects within the budget of the Committee.

Membership

1. The Committee shall consist of up to ten Councillors. In addition the Chairman and Vice-Chairman of the Parish Council shall be members of every Committee unless they signify that they do not wish to serve.
2. The Committee may appoint working parties to undertake any specific project work as necessary
3. All members of this Committee are required to do planning training.

Presiding

The Chairman or Vice-Chairman of the Committee shall preside at all meetings of the Committee. If they are not present a Chairman shall be elected for the meeting from those members present.

Other.

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

The Parish Council may allocate to the Committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the Committee.

These Terms of Reference to be reviewed annually in May.

Adopted by Council July 2025