



## Buckingham Town Council

### Terms of Reference

**Date agreed:** 12/05/2025  
**Minute number:** 16/25.2.1  
**Prepared by:** Claire Molyneux  
**Version:** 3

#### **Name**

1. The Committee shall be known as the **ENVIRONMENT COMMITTEE**.

#### **Membership**

2. Membership of the Committee is open to any Councillor who wishes to be a member.

2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.

3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

#### **Chair**

4. The Committee shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.
5. The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
6. The Chair if present shall Chair the Committee meeting.

#### **Conduct of the Meeting**

7. All meetings of the Environment Committee shall be convened in accordance with the Town Council's standing orders and current legislation.

#### **Area of Operations**

8. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:

Town Council property (excluding office accommodation)

Open spaces in the town and surrounding area

Community facilities in the town and surrounding area

Community services in the town and surrounding area

9. In addition to the areas of operation above the Environment Committee has the following responsibilities:

9.1 The Committee has authority to proceed with all items within its budget but must refer to Full Council when non-budgeted expenditure is anticipated.

- 9.2 Ensuring the management of all aspects of upkeep, maintenance and administration of the Council's property including buildings, parks, cemetery and open spaces, and the management and administration of devolved services.
- 9.3 Making recommendations to the Council following any investigation or review of any matter relating to the protection and improvement of Buckingham Town environment.
- 9.4 Ensuring the proper maintenance of all street furniture owned by or supplied by the Council, and to recommend the purchase of additional or replacement street furniture where appropriate. In this context, "street furniture" includes waste bins, dog bins, seating, and signage.
- 9.5 Managing all aspects of upkeep and maintenance of Brackley Road Cemetery, Chandos Park, Bourton Park, the Ken Tagg play area, Railway Walk, the Circular Walk, Castle Hill and any other land or property acquired by the Council.
- 9.6 Liaising with Buckinghamshire Council and other relevant agencies on the maintenance of items falling within their remit, including footpaths, pavements, cycleways, roads, waterways, horticultural and arboricultural works, play areas, play equipment and areas of open public space.
- 9.7 Making recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of land or property.
- 9.8 Obtaining such professional advice as deemed necessary to ensure the protection of the Council.
- 9.9 Analysing any compulsory purchase proposals and advising the Council accordingly.
- 9.10 Ensuring that any works carried out on the Council's behalf are completed as specified, or otherwise completed to a satisfactory standard.
- 9.11 Taking forward any other matters concerning land or property as required by the Council.
- 9.12 Making representations to the appropriate authority on matters relating to the provision and maintenance of externally controlled lands and buildings within the town, providing leisure facilities for residents and visitors.
- 9.13 Making representation with regard to the external services that affect young people, the elderly, unemployed and impoverished citizens.
- 9.14 Public services: acting as the consultee, making representations, participating in and supporting as required all matters relating to:
  - community care, social care and health services
  - policing, crime and ASB
  - education

### **Further Information**

10. The Committee shall appoint sub-committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies.
11. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.