



# Battle Town Council



## Environment Committee Terms of Reference

### *Objectives*

- 1 To ensure as far as is practicable that the town provides an attractive environment for those living and working in it and for visitors to it.
- 2 To provide the best possible practicable services to residents using the allotments and cemetery.
- 3 To develop and regularly review a 3 year strategic plan for the estate and, in particular, a maintenance regime to ensure that the estate is kept in a good and safe state of repair.

### *General*

- 4 To ensure that an up to date record is maintained of the land and property for which the Committee is responsible.
- 5 To undertake risk assessments relating to the Committee's area of responsibility.
- 6 To make annual budget recommendations which reflect the strategic plan, including proposals for fees, charges and rent increases, and thereafter to manage performance against budget.

### *Specific*

#### **7 With regard to allotments:**

- 7.1 To ensure good management of the allotment sites at Cherry Gardens (including the amenity garden at Cherry Gardens), Virgins Croft, Watch Oak and Netherfield Hill, and such other sites as may be acquired or leased;
- 7.2 To set and monitor the level of allotment rents and charges;
- 7.3 To develop and regularly review a strategic plan for those sites;
- 7.4 To nominate a member of the Committee as its representative on the Committee of the Senlac Allotment Society;
- 7.5 To organise the Town Council's annual competition for the best large and small allotments, and the most improved allotment.

#### **8 With regard to street furniture and street lighting:**

- 8.1 To be responsible for the repair and maintenance of the street lights for which the Council is responsible;
- 8.2 To consider the need for the enhancement or reduction of street lighting in areas for which the Council is responsible;

# *Battle Town Council*

- 8.3 In association with the Planning Committee, to consider whether street lighting should be provided in new developments and, if so, in what style; and to recommend to Council in cases where it is thought appropriate to accept future responsibility for repair and maintenance;
- 8.4 To provide advice on street light provision in Battle to developers;
- 8.5 To provide public benches in and around the town and to ensure that repairs and maintenance are carried out to these and other benches for which the Council has accepted responsibility
- 8.6 To provide, maintain and repair fingerposts which are defined as street furniture.

## **9 With regard to the cemetery:**

- 9.1 To ensure the good management and maintenance of the cemetery and associated buildings;
- 9.2 Periodically to review the cemetery regulations;
- 9.3 To make annual budget recommendations relating to these activities, including cemetery charges, and thereafter to monitor performance against the approved budget.

## **10 With regard to the Council's estate:**

- 10.1 To ensure good management and maintenance of the Council's estate;
- 10.2 To develop and to regularly review a three-year strategic plan for the estate and, in particular, a maintenance régime to ensure that the estate is kept in a good and safe state of repair;
- 10.3 To ensure that an up to date record is maintained of the land and property for which the Committee is responsible;
- 10.4 Under agreement with English Heritage to monitor the condition of the Abbey Green and ensure that minor repairs and maintenance are carried out
- 10.5 To undertake risk assessments relating to the Committee's area of responsibility;
- 10.6 To make annual budget recommendations which reflect the strategic plan, including proposals for fees, charges and rent increases, and thereafter to manage performance against budget.

## *Other matters*

- 11 To consider and where relevant determine, in association with appropriate other bodies, the arrangement and presentation of gardens, trees and other relevant matters on Council property.

## *Membership*

- 12 The membership shall be a minimum of three members nominated by the Full Council at its Annual Meeting or at any other time that a vacancy arises plus the Chair and Deputy Chair of the

# *Battle Town Council*

Council. The Chair of the Committee shall be selected by the members and in his or her absence the Deputy Chair of the Committee shall chair the meeting concerned.

## *Mode of operation*

- 13 The Committee shall establish sub Committees or working groups as required to monitor and deliver reports on specific areas of its responsibilities.
- 14 The Committee shall meet a minimum of six times an operational year with additional meetings as and when required.
- 15 The Committee shall report to the Council and present a report twice a year on progress in relation to the Committee's objectives and the Council's Strategic Plan.

## *Note*

The maintenance of the following areas is managed by the Committee:

Recreation ground in North Trade Road and associated buildings and facilities including play equipment and car park;

Recreation ground in Telham and play facilities;

St Mary's churchyard;

Guild Shaw;

Mansers Shaw;

George Meadow and Upper Stumblets;

Abbey Green;

Amenity Field behind Battle & Langton School;

Areas managed under licence from the Highway Authority (NB each licence is for a specific purpose) and, in particular, roundabout and oak tree area by fire station; area opposite Chequers PH, junction with Marley Lane; Market square brick entrance; tree and surrounding seat in Square.