



**Newquay**Council

**Corporate**Service

<b>Document:</b>	<b>Terms of Reference</b>
<b>Committee :</b>	<b>Environment and Facilities</b>
<b>Date of Inception:</b>	<b>02/05/2024</b>



visit  
**newquay**  
official resort marketing



This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

### Policy/Procedure File Status

<b>Version</b>	1.3	<b>Approving Body</b>	Full Council
<b>Date</b>	20/05/2021	<b>Date of Approval</b>	01/05/2024
<b>Responsible Officer</b>	Town Clerk & Chief Executive (TC&CE)	<b>Minute Reference</b>	
<b>Oversight</b>	N/A	<b>Review Date</b>	May 2025

### Version History

Date	Version	Author/Editor	Comments
03/02/2021	0.2	TC&CE	Update to name and membership numbers following adoption
15/04/2021	1.1	TC&CE	Update to name of Atlantic Road Car Park
20/05/2021	1.2	TC&CE	Update to names of land and buildings
11/04/2024	1.3	Deputy Chief Executive	

### Review Record

Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By
15/04/2021	Update	Yes	Name change to a piece of land	TC&CE
19/05/2021	Full	Yes		TC&CE
20/05/2021	Update		Name changes to land/buildings and addition of Killacourt units	TC&CE
11/04/2024	Full Review and Update	Yes		Deputy Chief Executive
<u>16/05/2024</u>	<u>Update</u>	<u>Yes</u>	<u>Update to; Committee numbers, Committee meeting day of the week, added responsibilities for Speed Awareness Signage and correcting inaccuracies with assets maintained by NTC and maintained on behalf of CC</u>	<u>Deputy Chief Executive</u>

## **1.0 Membership**

- 1.1 Membership of this committee is to be appointed annually at the Annual Meeting of the Town Council.
- 1.2 The Environment and Facilities Committee to consist of ~~seven~~ eight members of the Council (each Committee should be as diverse and representative to the Council and Newquay as possible).
- 1.3 The Committee Chair and Vice Chair are to be elected annually by the Committee at the first meeting after the Annual Council Meeting of Newquay.

## **2.0 Aims**

- 2.1 To improve the appearance of Newquay, managing town council assets, infrastructure and open spaces to provide facilities and services that are considered good or excellent in standard, creating a safer, thriving and prosperous town which residents and visitors can take pride in and which enhances their wellbeing by being naturally diverse, beautiful & healthy with an abundance of wildlife.

## **3.0 Objectives**

- 3.1 Improve the appearance of Newquay by augmenting the environmental services provided by Cornwall Council and providing effective and innovative environmental management of green and open spaces across the parish (including for example creation and installation of hanging baskets, planting schemes, maintenance of footpaths, grass verges, gardens and street furniture).
- 3.2 Manage, maintain and enhance town council owned and devolved open and green spaces, parks, play parks and car parks
- 3.3 Manage, maintain and enhance town council owned facilities and buildings.
- 3.4 Manage, maintain and enhance the public toilet facilities and services provided across Newquay.
- 3.5 Develop a programme of education and where necessary enforcement to minimise and address anti social issues and report actions required to partner organisations.
- 3.6 Develop ideas for new environmental and green projects that will enhance specific areas of Newquay and set up working parties to develop these ideas through design, implementation, funding options, grant applications onto fruition and long term maintenance plans.
- 3.7 Manage, maintain and enhance the appearance of the town centre through a range of innovative decorative schemes including but not limited to External decorative lighting, Festive and Seasonal

themes, bunting, banner management, street and pavement art and art murals and installations.

- 3.8 Develop and Implement environmental and climate change operational procedures.
- 3.9 Ensure the effective management and control of various allotment sites and waiting lists including those managed in-house and those managed by allotment associations.
- 3.10 Consider and where appropriate approve grant applications (within budgetary restraints) received from local groups and external organisations that seek to enhance the appearance of Newquay.
- 3.11 Manage **Town** Council Parking assets and transport including enforcement and implementation of Town Council Parking Orders.
- ~~3.11~~ Install, maintain and remove vehicular activated speed signage within Newquay Town Council's administrative boundaries as authorised by Cornwall Council under Section 101 of the Local Government Act 1972, Section 9EA Local Government Act 2000 and Regulation 5 of the Local Authorities (Arrangements for the Discharge of Functions) Regulations 2012.
- 3.12 Manage the physical resources of any volunteer schemes (such as tools and equipment).

## **4.0 Meetings**

- 4.1 The committee shall meet a minimum of 4 times in a Municipal year, on the ~~third Thursday~~second Tuesday in the month, with Special meetings being called as required by the Town Clerk, through normal procedures defined in Standing Orders.
- 4.2 Members will be summoned to attend meeting which will normally be held in the Council Chamber, Municipal Offices and a Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- 4.3 The Town Clerk may attend any meeting to offer advice, guidance and support.
- 4.4 The committee may cancel a meeting by way of a majority decision at a meeting of the committee, or via email should this be appropriate. A notice confirming the cancellation of a meeting shall at the very least be circulated to all members of the Council, on the Council's website and on the Council's social media channels.
- 4.5 The meeting location may be varied from time to time but shall be contained within the Public Notice of the Meeting and associated summons.

- 4.6 The Public Notice will be posted on the Town Council's website. Subject to restrictions, at least one notice will also be published in a Town Council public notice board and/or digital display boards.

## **5.0 Documentation**

- 5.1 The minutes of all meetings shall be recorded by an officer of Newquay Town Council, scheduled by the Town Clerk, circulated at Full Council meetings of Newquay Town Council and uploaded to the Town Council website within 4 weeks of the meeting.

- 5.2 All

- 5.2.1 resolutions of the committee
- 5.2.2 recommendations to Full Council
- 5.2.3 recommendations to other committees
- 5.2.4 matters referred to other committees/Full Council

shall be recorded in the minutes of the meetings.

- 5.3 The committee shall draw up and agree written Terms of Reference for working parties and sub-committees that fall under this committee's control. Such Terms of Reference will not bestow powers or a remit that is wider or falls outside the committee's own Terms of Reference. Such documents will be owned by this committee and any variation requests from the working party/sub-committee shall be referred to this committee for consideration and decision.

## **6.0 Accountability**

- 6.1 The Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council and may require another committee's input before a decision is made by Full Council or another responsible committee.
- 6.2 In some circumstances, officers have delegated powers to act on behalf of the committee and/or Full Council under a separate Scheme of Delegation or as outlined in committee terms of reference or minutes.
- 6.3 At all times the committee must adhere to all Standing Orders, Financial Regulations, policies, procedures and member code of conduct which may all change from time to time.

## **7.0 Scope and Specific Delegations**

- 7.1** The Committee has the delegated powers from Full Council to undertake activities and make relevant decisions to achieve the objectives as set out in section 3.
- 7.2** The Committee has the delegated powers from Full Council to establish an Annual Committee Budget for recommendation to the Governance and Resources Committee no later than November each year in-line with Financial Regulation 3.1.
- 7.3** The Committee has the delegated powers from Full Council to spend up to its annual budget, without the requirement to go back to Full Council for approval; subject to such spends falling within the objectives of the committee and are budgeted for in-line with Financial Regulation 3.1.
- 7.4 The Committee has the delegated powers to consider and make relevant decisions on any matter referred to it by Full Council.
- 7.5 To appoint Sub-Committees and Working Parties that shall report to it in accordance with Standing Orders.
- 7.6 The Committee shall have the following specific delegations:
  - 7.6.1 The Committee has responsibility for the following devolved open spaces
    - 7.6.1.1 Killacourt Green Space
    - 7.6.1.2 Concrete Waves Skate Park
    - 7.6.1.3 South Fistral Play Park
    - 7.6.1.4 Treloggan Doorstep Green Play Park
    - 7.6.1.5 Gannel Carpark and ~~surrounding areas~~Boat Yard
    - 7.6.1.6 Priors Woods
    - 7.6.1.7 Polwhele Permaculture Garden
    - 7.6.1.8 Post Office Forecourt and Fountain
    - 7.6.1.9 Crantock street garden
    - ~~7.6.1.10 Dinard Garden~~
  - 7.6.2 The Committee has responsibility for augmenting Cornwall Council Environmental Services in the following areas
    - ~~7.6.2.1~~ Specific Footpaths throughout the parish.
    - ~~7.6.2.1~~ 7.6.2.2 Dinard Gardens
    - ~~7.6.2.2~~ Mountwise Gardens
    - ~~7.6.2.3~~ Beachfield Gardens
    - ~~7.6.2.4~~ Eothen
  - 7.6.3 The Committee has responsibility for the management and maintenance of the following buildings
    - 7.6.3.1 Mount Wise Centre
    - 7.6.3.2 Marcus Hill Offices
    - 7.6.3.3 Library building
    - 7.6.3.4 Killacourt Units, Bandstand and Cafe

7.6.4 The Committee has responsibility for the management and maintenance of the following toilet facilities.

- 7.6.4.1 Watergate bay
- 7.6.4.2 Trenance Gardens
- 7.6.4.3 Esplanade Road Pentire
- 7.6.4.4 Narrowcliff
- 7.6.4.5 Little Fistril
- 7.6.4.6 Fore Street
- 7.6.4.7 Porth beach
- 7.6.4.8 East Pentire
- 7.6.4.9 Chester road
- 7.6.4.10 Killacourt Ark Building
- 7.6.4.11 Killacourt Changing Places
- 7.6.4.12 Railway Station
- 7.6.4.13 Concrete waves (temporary)
- 7.6.4.14 Marcus Hill Offices
- 7.6.4.15 Library building

7.6.5 The Committee has responsibility for developing a programme of education and where necessary (and within the town councils remit) enforcement for the following anti social issues

- 7.6.5.1 *dog fouling and control*
- 7.6.5.2 *litter including excess from rubbish collection days*
- 7.6.5.3 *fly posting*
- 7.6.5.4 *illegal signage and stickers*
- 7.6.5.5 *fly tipping*
- 7.6.5.6 *graffiti*
- 7.6.5.7 *street clutter*
- 7.6.5.8 *illegal or inconsiderate parking*

## **8.0 Review**

**8.1** The Committee's terms of reference are to be reviewed at-least annually. Any changes must be recommended to Full Council for approval.