



BLYTH TOWN COUNCIL

TO: **ALL MEMBERS OF THE ENVIRONMENT COMMITTEE**

You are hereby requested to attend a meeting of **Blyth Town Council's Environment Committee** to be held in the Council Chamber, Arms Everytyn House, Quay Road, Blyth, NE24 2AS, on Tuesday 4 September 2018 at 6.30 pm

The Agenda for this meeting is set out below

Please note there will be a question session for Allotment holders from 6.00 pm for 20 minutes.

**Joseph Hughes
Town Clerk
Blyth Town Council**

Date 28 August 2018

Electronic devices can be used to access Committee papers. Please ensure that mobile phones are switched to silent mode during the meeting

Information reports that have been circulated with this agenda will not form part of the meeting. The contents are intended for information only. Should any member have questions or want further information about the items, please contact the Town Clerk and Deputy Town Clerk in the first instance.

AGENDA

1	Apologies for Absence
2	Disclosure of Interests and Grant of Dispensations
3	Presentation re Flood Resilience Colin Hall, Environment Agency, in attendance.

<p>4</p>	<p>Minutes of Environment Committee held on 31 May 2018</p> <p>Minutes of the Partnership Working Group held on Thursday 26 July 2018</p>
<p>5</p>	<p>Items for Information (not for discussion at Committee)</p> <p>Please see attached the Information Report:</p> <ol style="list-style-type: none"> 1. Allotments 2. Bins 3. Seats 4. Speed Sensors 5. Play Areas 6. War Memorials 7. Environmental Enforcement Officer Update <p>Also for information the Draft Service Plan.</p>
<p>6</p>	<p>Report on Delegated Actions</p> <p>Please see attached report with regard to :</p> <ol style="list-style-type: none"> 1. Cowpen Gateway Entrance 2. Container at Cowley Road 3. War Memorial – Ridley Park 4. Environmental Enforcement Officer
<p>7</p>	<p>Decision Report</p> <p>Please see attached report with regard to:</p> <ol style="list-style-type: none"> 1. Coastal Community Team – Heritage Coast Partnership 2. Allotments 3. Bulb Planting 4. Play Areas 5. Bins 6. Boat Seats 7. Recycled Plastic Seats 8. Proposed NCC Partnership Agreement 2019
<p>8</p>	<p>Any Other Business</p> <p>This item is only for items of information to be given to Town Councillors and for items which either the Committee Chair or Town Clerk consider to be genuinely urgent.</p>

9	<p>Date and Time of Next Meeting</p> <p>The next meeting of the Environment Committee will be held on Thursday 15 November 2018 at 6.30 pm in the Council Chamber, Arms Everytne House.</p>
10	<p>Part II</p> <p>Pursuant to the Public Bodies (Admission to Meetings) Act 1960; that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.</p>

Members of the Environment Committee

O Potts	M Richardson
A Cartie	D Carr
K Nisbet	R Parker
J R Potts	J Reid
S Stanger	G Thompson
W Taylor	D Walls

BLYTH TOWN COUNCIL

MISSION STATEMENT

Blyth Town Council is committed to participating fully in the development of a vibrant and growing community that will encourage business and community activity.

ROLE OF THE COUNCIL

- To promote the environmental, social and economic wellbeing of the town and its community.
- To provide high quality core services in the most effective and efficient manner which will deliver the Council's agreed priorities and objectives.
- Provide leadership and be a voice for the community in all matters which impact on the town and the community.
- To work in partnership locally and regionally to meet common goals and outcomes.

Terms of Reference – Environment Committee

The Committee will be responsible for the management, research and development of the following areas in accordance with Council policies, Standing Orders and Financial Regulations.

Day to day management of all assets e.g. play areas, allotments, open spaces, litter bins, bus shelters, flower beds and the enhancement of those services within the contract with the County Council and any other relevant contractor.

The Committee will consider and agree service standards for services within the contract and amend the contract subject to any budget requirements, so that they are consistent with the Council's priorities and objectives and provide best value for money.

The management and delivery of the Britain in Bloom and Blyth in Bloom competitions.

The annual consideration of priorities and objectives in relation to the services provided by the Town Council as well as other partner organisations and to recommend any changes in those priorities.

To work in partnership with relevant bodies and organisations in delivering the Council's strategic objectives and outcomes.

Preparation of an annual service budget, both capital and revenue, with proposals over a three year period, which reflect the Committees strategic objectives and priorities, and submitting these proposals through the Governance Committee within a timetable to enable the Council to set a fixed budget and agree a precept within the statutory guidelines.

To deliver those services in accordance with the approved budget.

To agree service action plans on service standards and outcomes to be achieved in line with its approved budget.

To monitor and review those action plans and budget performance at each committee meeting and report to the Council through the Governance Committee.

Powers delegated to the Town Clerk;

The Clerk shall be delegated to undertake the day to day management of all assets within the Committee's Terms of Reference e.g. these will include:

- Management of playgrounds and open spaces.
- Day to day management of the partnership arrangements with Northumberland County Council and other contractors.
- Let allotments, serve notices to cultivate or terminate allotment tenancies on breach of any tenancy conditions.
- Draw up a management plan for the maintenance, repair, development and improvement including proposals for charges to tenants for each of the allotment areas which will be presented to the Committee for consideration on an annual basis.
- Collect all fees and charges in connection with allotments and undertake debt recovery action in accordance with Council policies and procedures.
- Liaise with the allotment holders and their associations and to arrange any consultation or meetings with the Committee in order to ensure their participation in any proposals with regard to the allotments.

These powers can be delegated by the Town Clerk to the appropriate member of staff.