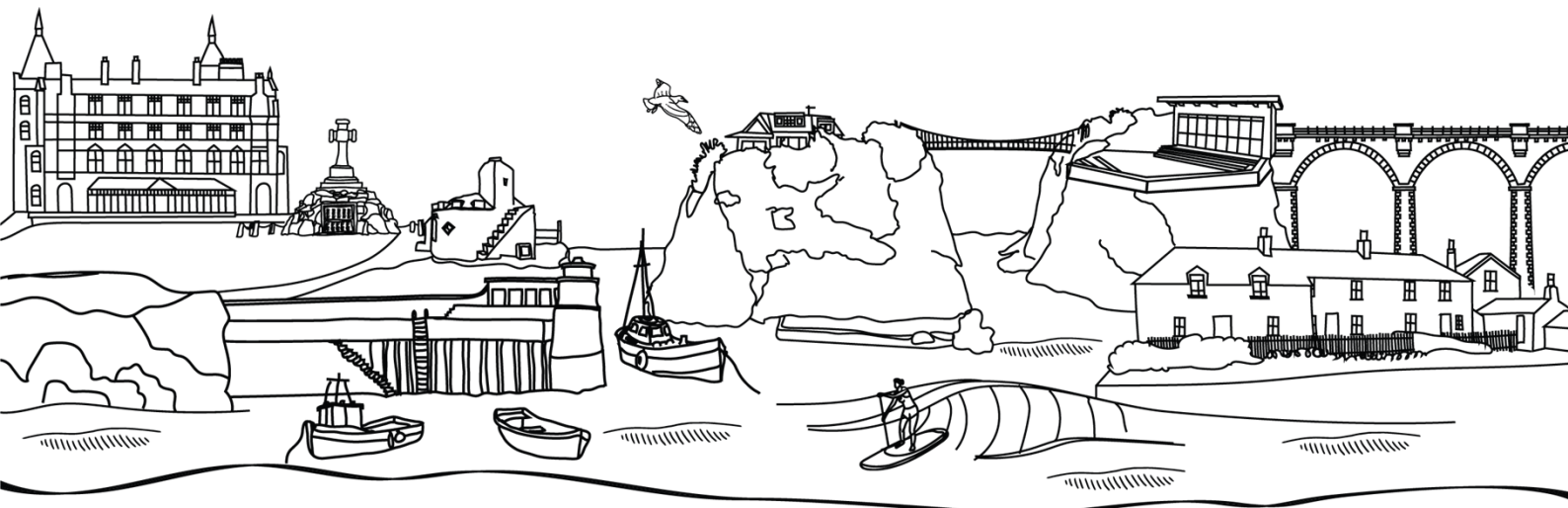




NewquayCouncil

CorporateService

Document:	Terms of Reference
Committee:	Environment and Facilities
Date of Inception:	15/06/2025



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

Version	2025 0.1	Approving Body	Full Council
Date	13/03/2025	Date of Approval	14/05/2025
Responsible Officer	Chief Executive and Town Clerk (CE&TC)	Minute Reference	
Oversight	N/A	Review Date	May 2026

Version History

Date	Version	Author/Editor	Comments
03/02/2021	0.2	CE&TC	Update to name and membership numbers following adoption
15/04/2021	1.1	CE&TC	Update to name of Atlantic Road Car Park
20/05/2021	1.2	CE&TC	Update to names of land and buildings
11/04/2024	1.3	Deputy Chief Executive	
13/03/2025	25 0.1	CE&TC	Updated objectives in line with the Corporate Plan

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	CE&TC
19/05/2021	Full	Yes		CE&TC
20/05/2021	Update	Yes	Name changes to land/buildings and addition of Killacourt units	CE&TC
11/04/2024	Full Review and Update	Yes		Deputy Chief Executive
13/03/2025	Full		See tracked changes	CE&TC

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 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

The following objectives are under this committee's remit (in no particular order):

3.1 Community Objectives

- 3.1.1 Create Affordable Community Spaces
Deliver more accessible and affordable community spaces for events and gatherings.
- 3.1.2 Enhance Town Aesthetics
Improve the look and feel of the town through installations like bunting, planters, and benches.
- 3.1.3 Improve Train Approach
Enhance the approach to Newquay by train.
- 3.1.4 Ensure Toilet Accessibility
Maintain clean, safe public toilets and increase signposts to them.

3.2 Environment

- 3.2.1 Protect and Enhance Green Spaces
Ensure green spaces are maintained and improved.
- 3.2.2 Plant Trees
Increase tree planting efforts.

- 3.2.3 Increase Biodiversity
Create more opportunities for wildlife across council properties.
- 3.2.4 Reduce Single-Use Plastics
Encourage sustainable practices and reduce plastic waste.
- 3.2.5 Public Education on Ecology
Educate the public on ecological benefits and sustainability efforts.
- 3.2.6 Work Towards Carbon Neutrality
Continue efforts to make the town carbon neutral.
- 3.2.7 Help Clean Beaches
Support beach cleaning initiatives.
- 3.2.8 Address Cleanliness & Maintenance
Tackle graffiti, overgrown spaces, insufficient waste collection, and littering.

3.3 Young People

- 3.3.1 Enhance Play Facilities
Deliver more play facilities in key locations.
- 3.3.2 Broaden Youth Opportunities
Develop youth provisions such as play parks and skateparks.

3.4 Business

- 3.4.1 Improve Town Appearance
Enhance the high street's look and appeal.

3.5 Organisational Development

- 3.5.1 Optimise Revenue Ethically
Generate income sustainably across council estates.

4.0 Meetings

- 4.1 The committee shall meet a minimum of 4 times in a Municipal year, on the third Thursday 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 approval by Full Council 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 overseeing 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
 - 7.6.1.6 Priory 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 overseeing the augmenting of Cornwall Council Environmental Services in the following areas
 - 7.6.2.1 Specific Footpaths throughout the parish.

- 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 overseeing the operational 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 overseeing 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 overseeing the development of 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*

- 7.6.6 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).

- 7.6.7 Manage, maintain and enhance town council owned and devolved open and green spaces, parks, play parks and car parks
- 7.6.8 Manage, maintain and enhance town council owned facilities and buildings.
- 7.6.9 Manage, maintain and enhance the public toilet facilities and services provided across Newquay.
- 7.6.10 Develop a programme of education and where necessary enforcement to minimise and address anti-social issues and report actions required to partner organisations.
- 7.6.11 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.
- 7.6.12 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.
- 7.6.13 Develop and implement environmental and climate change operational procedures.
- 7.6.14 Ensure the effective management and control of various allotment sites and waiting lists including those managed in-house and those managed by allotment associations.
- 7.6.15 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.
- 7.6.16 Manage Council Parking assets and transport including enforcement and implementation of Town Council Parking Orders.
- 7.6.17 Manage the physical resources of any volunteer schemes (such as tools and equipment).

8.0 What is not delegated to this committee

- 8.1 The following is an indication of what is not delegated to this committee under these terms of reference (list not exhaustive):
 - 8.1.1 Any matters relating to Human Resources (Governance and Resources Committee)

- 8.1.2 Appointment or dismissal of a statutory post holder i.e. Town Clerk, Responsible Financial Officer, Data Protection Officer etc (Full Council)
- 8.1.3 Delegation of additional powers or duties to a sub-committee or working party that fall outside the scope of this committee's terms of reference (Full Council).

9.0 Review

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