

2026

Environment & Community

TERMS OF REFERENCE



MARLOW
TOWN COUNCIL



Environment & Community committee terms of reference

Adopted: 12.05.2026 M.09.26

Review date: May 2027

Purpose and primary responsibility

The Environment and Community committee supports the council's priorities on environmental protection and community wellbeing, focusing on practical delivery of agreed initiatives.

Scope & accountability

The Environment and Community committee aims at coordinating efforts across the various working groups, involved in translating the two following town council strategic themes into actions:

- **Care of town (Environment)**

We aim to make our town a clean, sustainable place, resilient to climate and environmental change. We will support the wellbeing and safety of residents.

- **A connected community (Community)**

We aim to create an inclusive and connected community in Marlow, where people of all ages and backgrounds feel involved, supported and inspired to contribute. We will organise and support events, work with our local community organisations and identify other opportunities to create community connections

The following working groups will implement the projects that were agreed under each theme:

Environment:

- River water testing
- Getting ready for extreme events
- Tackling waste & litter
- Community resilience

Community:

- Welcoming our new residents
- Volunteering hub
- Democracy in schools

The Environment and Community committee will make recommendations to the council on matters within its Terms of Reference.

Monitoring, data collection, and consultation will take place as justified and necessary to implement the projects listed above.

Reporting

The committee will report to the council, with the Chair preparing a report of activities in the preceding period, plus any items for discussion or decision.

Membership, roles & quorum

The committee will consist of a minimum three members but may co-opt external professionals or volunteer residents in an advisory or support capacity; however, those members would not have voting rights.

A minimum of three members of the committee must be present for the meeting to be quorate.

The Chair of the committee will be appointed during a town council meeting.

The committee will review the terms of reference from time to time taking into account any proposals or recommendations from the council and by cross-reference to other committees, including the addition/ cancellation of projects. An annual review of the council strategy will allow for a review of the relevance and achievements of the above projects.

Meetings will be organised by the Clerk in consultation with the Chair as required and published on the council website, together with the agenda, as per Standing Orders. Meetings will be held four times a year. The Chair in conjunction with the Clerk will set the meeting dates / times.