



**Councillor Mrs Wendy Stamp  
Town Mayor**

**Sarah Grimes, Town Clerk  
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**Council Offices  
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BURNHAM-ON-CROUCH  
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3 October 2019

**ALL MEMBERS OF THE BURNHAM-ON-CROUCH TOWN COUNCIL ENVIRONMENT COMMITTEE**

Dear Sir/Madam,

**ENVIRONMENT COMMITTEE MEETING**

You are summoned to attend a **Meeting of the Burnham-on-Crouch Town Council Environment Committee**, to be held in the Council Chamber of these Offices on **Thursday 10 October 2019 at 9 am.**

All Town Councillors and members of the public and press are welcome to attend.

Yours faithfully,

*SJ Grimes*

TOWN CLERK

**NOTES:**

The Council Chamber has an infra-red loop system. Anyone who requires assistance in hearing the Meeting should ask the Town Clerk who will be pleased to help.

**AGENDA**

- 1 ELECTION OF CHAIRMAN**  
To elect a chairman for 2019/2020.
- 2 ELECTION OF VICE-CHAIRMAN**  
To elect a vice-chairman for 2019/2020.
- 3 APOLOGIES FOR ABSENCE**  
To receive apologies for absence.
- 4 MINUTE SECRETARY**  
To appoint a minute secretary for 2019/2020.
- 5 DECLARATIONS OF INTERESTS**  
**All Town Councillors have completed their Statutory Declarations of Interests in accordance with the Localism Act 2011 and the Code of Conduct for Members, adopted by the Town Council.**  
Members are required to declare the existence and nature of any 'personal or prejudicial' interests relating to items on the Agenda having regard to the Code of Conduct for Members. Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the Meeting.

## **6 TERMS OF REFERENCE**

To note the Terms of Reference approved by the Town Council at its Meeting held on Tuesday 3 September 2019.

## **7 TOWN MAINTENANCE**

i) To receive reports and to discuss the following areas of responsibility as defined in the approved Terms of Reference for the committee:

- Condition of green spaces, trees, hedges etc. throughout the town.
- Provision and maintenance of street furniture, bus shelters and public notice boards.
- 'Station Adopters' group.
- Working parties.
- Provision and maintenance of public floral displays.
- Burnham in Bloom competition.
- Effectiveness and efficiency of grass cutting/weed spraying operations undertaken by the council's contractors.
- Public rights of way in the town.
- Litter.
- Environmental projects within the town.
- Potential hazards (particularly for the visually impaired, elderly and young) on the footpaths (pavements) and other related areas and initiate the necessary action to report the defects to the appropriate authority.

ii) to consider expenditure for the above, with a view to making a recommendation to full Council, for consideration within its 2020/2021 budget process.

## **8 DATE OF NEXT MEETING**

To agree a date for the next meeting.

## **9 CLOSURE OF THE MEETING**

To close the Meeting having considered and determined all items of business.