



**Councillor Mrs Wendy Stamp
Town Mayor**

**Sarah Grimes, Town Clerk
Telephone: 01621 783 426
email office@burnhamtowncouncil.com**

**Council Offices
Chapel Road
BURNHAM-ON-CROUCH
Essex
CM0 8JA**

3 March 2020

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 **Monday 9 March 2020 at 10am.**

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 APOLOGIES FOR ABSENCE

To receive apologies

2. 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.

3. MINUTES

To agree the minutes of the meeting that took place on Thursday 10 October 2019.

4. PROGRESS ON ACTIONS

To update the Committee on progress of agreed actions from previous meetings (see spreadsheet).

5. THE GREAT BRITISH SPRING CLEAN

To receive a proposal from Cllr Donnelly in relation to Burnham's involvement in the event and launch of 'adopt an area' initiative.

6. POP UP EVENTS

To clarify procedures relating to the arrangement of pop-up events in the town.

7. BURNHAM IN BLOOM

To confirm arrangements for 2020 Burnham in Bloom competition.

8. HANGING BASKETS

To discuss the provision of hanging baskets by the Council.

9. TENDER PROCESS FOR TOWN MAINTENANCE

To clarify the tender process. Tender due for renewal this month.

10. TOWN MAINTENANCE

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.
- 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.

11. DATE OF NEXT MEETING

To agree a date for the next meeting.

12. CLOSURE OF THE MEETING

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