



Shirley Round  
Parish Clerk & RFO  
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31<sup>st</sup> January 2018

**NOTICE IS HEREBY GIVEN THAT**

**A Meeting of the Environment and Leisure Committee  
will be held on Tuesday 13<sup>th</sup> February 2018 at 8.00 pm  
in the Committee Room, Claygate Village Hall.**

The meeting is open to the public. A quarter of an hour has been reserved for members of the public to address the council, for three minutes each, on any subject relevant to the agenda. In order to address the meeting, prior arrangements must be made with the Parish Clerk and Proper Officer, who will allocate a slot in order of application. Please note that the Parish Clerk and Proper Officer and at least one councillor will be available 15 minutes prior to all meetings for visits from residents to answer any general questions.

*Shirley Round*

Parish Clerk and Responsible Financial Officer

**AGENDA**

- 1) To accept apologies for absence.
- 2) Declaration of Interest in items on the Agenda.
- 3) To confirm Minutes of the last Meeting.
- 4) To report on actioning of items from previous Minutes.
- 5) Future Projects 2018/19 and agree action.
- 6) Report on Highway Garden Sites.
- 7) Meadow Road Green Trees
  - i) Discuss quotations from Contractors.
- 8) Litter, Litter Bins, Graffiti and Fly-tipping.
- 9) Maintenance of unadopted grass verges.
- 10) Manor Farm Pond
- 11) Advertising for Clean Up Day 28<sup>th</sup> April 2018.
- 13) Material for inclusion in Courier and on Website.
- 14) Matters for information purposes only
- 15) Date of next meeting – Thursday 12<sup>th</sup> April

**Reserve: John Bamford**