



Shirley Round
Interim Administrator & Proper Officer
Claygate Parish Council
Claygate Village Hall
Church Road
Claygate
Surrey KT10 0JP
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16th June 2017

NOTICE IS HEREBY GIVEN THAT-

**A Meeting of the Environment and Leisure Committee
will be held on Thursday 22nd June 2017 at 8.15 pm
in the Small Village Hall.**

MEETING RE-SCHEDULED FROM 1ST JUNE 2017

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

Interim Administrator and Proper Officer

AGENDA

- 1) ELECT A CHAIRMAN
- 2) TO ACCEPT APOLOGIES FOR ABSENCE.
- 3) DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.
- 4) ELECT A VICE CHAIRMAN
- 5) TO CONSIDER THE CONSTITUTION OF THE COMMITTEE
- 6) TO REVIEW THE REMIT
- 7) TO REVIEW THE RISK ASSESSMENTS RELEVANT TO THIS COMMITTEE
- 8) TO CONFIRM THE MINUTES OF THE LAST MEETING.
- 9) TO REPORT ON THE ACTIONING OF ITEMS FROM PREVIOUS MINUTES & AGREE ANY FURTHER ACTION.
- 10) TO DISCUSS HANGING BASKETS FOR 2017 AND AGREE ACTION.
- 11) TO DISCUSS DERWENT CLOSE AND AGREE ACTION.
- 12) TO DISCUSS WHETHER THERE IS A POLICY FOR MAINTAINING UNADOPTED GRASS VERGES AND AGREE ACTION.
- 13) TO DISCUSS THE RESULTS OF THE ANNUAL CLEANUP DAY AND AGREE ACTION.
- 14) TO DISCUSS THE HIGHWAY GARDEN SITES AND SIMILAR SITES AND AGREE ACTION.
- 15) TO DISCUSS TELEPHONE BOXES AND BUS SHELTERS AND AGREE ACTION.
- 16) TO DISCUSS LITTER, LITTER BINS, GRAFFITI AND FLY-TIPPING AND AGREE ACTION.
- 17) TO DISCUSS MATERIAL FOR INCLUSION IN THE COURIER AND ON THE WEBSITE.
- 18) MATTERS FOR INFORMATION PURPOSES ONLY.
- 19) TO CONFIRM THE DATE OF THE NEXT MEETING – THURSDAY 3RD AUGUST 2017