

TO ALL MEMBERS OF THE ENVIRONMENT AND OPEN SPACES COMMITTEE

Cllr. J. Anderson (Chairman), Cllr. D. Anderson, Cllr A. Acott, Cllr B. Campagna, Cllr M Tucker and Cllr J Blissett

Dear Councillors,

I hereby summon you to attend a meeting of the **ENVIRONMENT & OPEN SPACES COMMITTEE** to be held in **COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND** on **MONDAY 31<sup>ST</sup> OCTOBER 2016** commencing at **7.30PM** for the transaction of business as set out below.

***Any member who is unable to attend the meeting should send their apologies before the meeting.***

Yours faithfully,

Mrs E Hunt  
Town Clerk

25<sup>th</sup> October 2016

*The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Town Clerk*

**A G E N D A**

- 1 Apologies for absence.
- 2 To receive declarations of interest in items on the agenda.
- 3 Public forum - To receive contributions from members of the community of Canvey Island on items on the agenda for a period not exceeding ten minutes.
- 4 To confirm and sign as a true record the minutes of the Committee meeting held on 12<sup>th</sup> September 2016.
- 5 To note the ongoing projects and not on the agenda (Appendix A)
- 6 To and consider and agree the draft Lease Agreement relating to the Wildflower Meadow at Tewkes Creek.
- 7 To consider and agree an amendment to the planting agreed for the Labworth Memorial Gardens (Clerks Report)
- 8 To consider and agree a request to plant a memorial tree in the Labworth Memorial Gardens. (Clerks Report)
- 9 To review and consider the Budget and Four Year Plan for 2017/18 (Clerks Report)
- 10 To note the Health & Safety report detailing incidents and actions completed. (Appendix B)
- 11 To note accounts for payment of Council Meeting on 17<sup>th</sup> October 2016.
- 12 Accounts for payment.