



**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 January 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 **Thursday 9 January 2020 at 2.30pm.**

All Town Councillors and members of the public and press are welcome to attend. Any person who may find difficulty in access to the Meeting through disability is asked to advise the Town Clerk (contact details above) at least twenty-four hours before the Meeting so that every effort may be made to facilitate access. The Council Chamber has the benefit of an infra-red loop system.

Yours faithfully,
SJ Grimes

TOWN CLERK

AGENDA

1 APOLOGIES FOR ABSENCE

To receive apologies for absence.

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 confirm and sign the Minutes of the meeting held on Monday 18 November 2019.

4 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.

5 DATE OF NEXT MEETING

To agree a date for the next meeting.

6 CLOSURE OF THE MEETING

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

Draft minutes for the Burnham-on-Crouch Town Council Environment Committee

Held on Thursday 18th November, 2019, at 10.21 in the Chamber

Present: Cllr Wendy Stamp, Mayor; Cllr Vanessa Bell; Cllr Jennie Donnelly; Cllr Jane English

Agenda:

- **Apologies for absence:**

Cllr Fiona Clegg, Cristina Franchi, Sheila Nutt.

- **Declarations of interests**

There were none

- **Minutes**

Accepted subject to clarification of item viii

- **Terms of reference**

Cllr Bell proposed to amend the Terms of Reference to allow two Vice-Chairs. Proposal seconded by Mayor Stamp. To be taken to full council.

- **Town maintenance**

- **Condition of green spaces, trees, hedges etc**

Mayor Stamp informed MDC of the condition of two trees and a footpath at Hester Place, and this is now in hand.

- **NB** All trees in Burnham are now risk assessed.
Thanks to the Mayor and the Town Clerk.

- **Provision and maintenance of street furniture etc**

A multi-purpose bin has been provided outside the Baptist church, in black and gold as it is in the conservation area.

There has been a request for a dog bin at alley from Station Road through to Park road. It was agreed to research cost. An awareness campaign that normal bins may be used for dog poo was discussed.

- **'Station Adopters' group**

November working party did not happen due to weather but it is hoped December's will go ahead. **Action point:** Cllr Donnelly to make posters to recruit volunteers and promote awareness.

Cllr Stamp suggested approaching local groups to recruit volunteers.

Burnham Station Adopters nominated in category of Best Community Engagement by Greater Anglia

- **Working parties**

Action point: Cllr Bell to produce a list of groups and Cllrs to be allocated to approach. Cllr Donnelly to set up a Wikilist.

Cllr Stamp suggested producing a banner for a new launch.

Action point: Cllr Bell to get quotes.

Action point: Cllr Bell to approach Sue Finch, Volunteer Coordinator.

Action point: Cllr Bell to clarify with MDC whether Community Payback can be contacted directly.

- **Provision and maintenance of public floral displays**

Cost to hire barriers on railings £78 per unit but down to £45 if planted all year round.

Half round- £30, £60 per whole

Larger half round £40 and £80 whole.

Action point: Cllr Stamp and Cllr Bell to identify prime spots. A small budget to be agreed.

Action point: Cllr Bell to meet with Cristina Franchi and ideas to be sent to committee by end of the week.

- **Burnham in Bloom Competition**

Budget for trophies to be confirmed. Dates need to be set. A list of categories needs to be established. This could link in with social media. Possible seasonal competitions were discussed. A brainstorming session will be necessary.

- **Effectiveness and efficiency of grass-cutting etc**

The tender process is due in March 2020.

- **Public rights of way in the town**

Cllr Stamp and Cllr Bell are onto this Footpath no. 5 at Stoney Hills has been cleared. Before and after pictures taken. It was dealt with by CPO Pat Mackshea.

The foot path next to the railway line from the marina to the Parlour café is badly overgrown.

Action Point: Cllr Bell to walk this path to assess.

- **Litter**

Hester Place to be target of litter pick A record will be kept as to what is collected. This needs to be monitored.

- **Environmental projects within the town**

The book swap at the station is to be advertised on the town website.

- **Potential hazards**

Footpaths dealt with in previous section.

Action point: Cllr Bell to contact Priors Houseboat Ltd

regarding their berths.

Cllr Bell proposed that chairs/tables/A boards discussion be taken to full Council, seconded by Cllr English. Vote: 3-2 against. Not to be taken further.

- **Consideration of expenditure**

As previously agreed

- **Date of next meeting**

Thursday 9th January, 2pm

- **Closure of the meeting**

The meeting closed at 11.40