



Heybridge Parish Council

Members of the Council are hereby summoned to attend the Environment and Resources Committee meeting in The Claydon Room, Plantation Hall, Colchester Road, Heybridge on **THURSDAY 22 SEPTEMBER 2016** at 7.00pm for the purpose of transacting the following business.



Laurie Wiebe
Clerk to Heybridge Parish Council


16th SEPTEMBER 2016

In order to reduce paper wastage, Members of the Press or Public who would like copies of the appended documents available for the meeting should make prior arrangements with the Clerk at least 2 days before the scheduled meeting.

To note if any person will be recording the meeting.

AGENDA

1.  To elect a Chairman of the Committee.
2. To receive and approve apologies for absence.
3.  **Interests**
To receive member's declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests on items on the agenda. To note any dispensations granted.

(Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the meeting.)
4. **Public Participation**
Public participation session with respect to items on the agenda and other matters that are of mutual interest.
5. **Clerks Report**
To receive a report from the Clerk providing further information on various items on the agenda (Appendix 1.)
6.  **Plantation Hall and Playing Field**
 - a) To consider any repairs or maintenance issues;
 - i) Replacement of flooring in the changing rooms and toilets;

- ii) Replacement main entrance door and changing room door;
- iii) Replacement wood floor in Main Hall

b) To consider the quotation to clear the ground at the base of the black railings for £750;

c) To consider having a designated smoking area away from the Hall;

d) To consider having 'private car park' signs placed on the brick pillars at the entrance gates;

e) To consider recommending to full Council to move the Council Office to The Claydon Room and use the existing office for hirers (report to be circulated);

f) To allow the volunteer charity, Help for Hearing, use of the Claydon Room for 2 hours a month free-of-charge for a three month trial basis;

g) To allow Maldon Citizens Advice Bureau use of the Claydon Room for 2 hours once every-other month free-of-charge as they are unable to meet at Maldon District Council.

7. 

Children Play Areas

a) To ratify the repair to the swings at Elizabeth Way for £527.20 + VAT;

b) To ratify the repair to the play equipment at Plantation Hall for £526.54 + VAT;

c) To receive and consider the reports on the recent annual play area inspections.

8. 

Amenity Areas

a) To consider any issues;

b) To consider if the Parish Council should repair or replace the chain-link fence in Elizabeth Way.

9. 

Daisy Meadow Car Park and Basin Public Toilet

a) To receive an update on installing an amenity light at the entrance to the car park;

b) To consider the report from a resident (previously circulated to Members in April 2016.)


c) To discuss and consider options for repurposing the hard-standing following the removal of the three large refuse bins (Minute 16/60iv.)

10. 

Notice Boards

a) To consider replacing the noticeboards with more robust options;

b) To agree the details of the noticeboards to be replaced including sizes, lockable doors.

11. 

Trees (Tree Warden)

a) To agree that a tree survey be carried out in the current financial year.

12.

Grants




a) To consider applying for any grants.

13.

Public Rights of Way Liaison Warden

a) To receive a report from Cllr Young.

b) To consider the request from MDC regarding extension of Tom Jarvis Footpath (Appendix 2).

14. **Local Highways Panel**
a) To receive the latest minutes from the Panel (circulated via email to Members);
b) To consider submitting any new requests to the Panel.
15. **Groundsmen Contract and Gardener**
a) To consider any issues raised.
16.  **IT**
a) To consider webcasting meetings;
b) To consider staff IT requirements;
c) To consider purchasing Tablets for Councillors use during meetings;
d) To consider if hall bookings should be made available on the website;
e) To consider updating the website.
17.  **Horse Trough**
a) To consider relocation of the Horse Trough.
18. **Amenity Street Lighting**
a) To note any issues.
19.  **Bins, Seats, Dog Bins, Bus Shelters**
a) To note any issues;
b) To consider the request from a resident for further dog bins to be installed in Wood Road area;
c) To consider drafting a policy on memorial benches management (Minute 16/54ii);
d) To consider if the bus shelter located on Goldhanger Road near Coopers Avenue should be replaced.
20. **Future meetings**
i) The next meeting of the Planning Committee of the Parish Council will be held on Thursday 6th October 2016 at 7.00pm.
ii) The next meeting of the Events Committee of the Parish Council will be held on 13th October 2016 at 7.30pm.
iii) The next Parish Council Meeting will be held on Thursday 20th October 2016 at 7.00pm.
iv) The next meeting of the Environment and Resources Committee of the Parish Council will be held on Thursday 27th October 2016 at 7.00pm.