



Clerk to the Council – Laretta Fox  
Parish Office, The Green, Writtle, Chelmsford, Essex CM1 3DT  
Tel: 01245 420066 E-mail:clerk@writtle-pc.gov.uk

**Councillors are summoned to attend a meeting of Writtle Parish Council Environment Committee that will be held in the Parish Office on Monday, June 17, 2019 at 8.15 pm.**

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The press and the public are cordially invited to attend

### **AGENDA**

1. **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.
2. **Apologies for absence.** The Clerk to advise of apologies for absence.
3. **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on March 18, 2019 as a true and correct record.
4. **Declaration of Interests.** All members are reminded that they must disclose any interest that they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her of it.
5. **Progress check.** To discuss any environment points that were included on the last actions report issued for the last Parish Council meeting.
6. **Terms of Reference.** To agree the committee's Terms of Reference.
7. **Allotments.** To discuss:-
  - the number of vacant plots at each site
  - the date of the next allotment walkaround prior to rental day
  - the date of the allotment rental day
  - the request to cut back one of the trees at the Chase Allotment
  - the recent break-ins at the Chase Allotment
8. **Any items for the next agenda.**
9. **Date of the next meeting.** The next meeting is on Monday October 21, 2019 in the Parish Office commencing at 8.15 pm

Signed

*Laretta Fox*

Date

12 June 2019