



Caring for Claygate Village

Shirley Round  
Parish Clerk & RFO  
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1<sup>st</sup> March 2019

## NOTICE IS HEREBY GIVEN THAT

**An Extraordinary Meeting of the Environment and Leisure Committee  
will be held on Thursday 7<sup>th</sup> March 2019 at 7.15 pm  
in the Committee Room, Claygate Village Hall.**

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*

Parish Clerk and Responsible Financial Officer

## AGENDA

- 1) To accept apologies for absence.
- 2) Declarations of Interest in items on the Agenda.
- 3) To confirm Minutes of the Meeting on 7<sup>th</sup> March 2019.
- 4) To report on actioning of items from previous Minutes.
- 5) To agree the quotation received from EBC for the provision of hanging baskets and troughs.
- 6) To discuss and agree process and timetable for completing work on Meadow Road Green.
- 7) Matters for information purposes only.
- 8) Date of next meeting – Thursday 4<sup>th</sup> April 2019.

**Reserve for this meeting: Cllr Xingang Wang**