

9 June 2008

Dear Councillor

**ENVIRONMENT COMMITTEE**

A meeting of the Environment Committee will be held at the Council Offices, London Road, Saffron Walden, on Tuesday 17 June 2008 at 7.45 pm or at the conclusion of the question and answer session whichever is the earlier.

Yours faithfully

JOHN MITCHELL

Interim Chief Executive

***At 7.15pm there will be a presentation by Great Dunmow Town Council on the proposed Dunmow Town Square.***

***Commencing at 7.30 pm, there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements, subject to having given two working days prior notice.***

**A G E N D A  
PART I**

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 11 March 2008 (attached).
- 3 Business Arising.
- 4 **Lead Officer's report** (10 minutes) Pages 1/4 – 4/4  
Item for information  
This report updates members on matters that are not on this agenda.
- 5 **White Street Car Park** (15 minutes) Pages 1/5 - 4/5  
Item for decision



The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which must be discussed in the absence of the press or public, as they might deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434 or Peter Snow on 01799 510430 or by fax on 01799 510550.

#### **FACILITIES FOR PEOPLE WITH DISABILITIES**

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Peter Snow on 01799 510430 or email [psnow@uttlesford.gov.uk](mailto:psnow@uttlesford.gov.uk) as soon as possible prior to the meeting.

#### **FIRE/EMERGENCY EVACUATION PROCEDURE**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff. It is vital you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts.
- Do not stop to collect personal belongings.
- Once you are outside, please do not wait immediately next to the building.
- Do not re-enter the building until told to do so.