**HEYBRIDGE BASIN PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that the first meeting of the Daisy Meadow Car Park Committee will take place on 17th June 2021 commencing at 5.00 pm.

Due to current Covid-19 restrictions this will be a virtual meeting. The meeting is open to the press and members of the public. Details as to how to join the meeting can be obtained by e-mailing the Clerk on the morning of 17th June 2021.

All Members of the Committee are hereby summonsedto attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Signed: Date: 12th June 2021

John Watson.

Clerk to the Heybridge Basin Parish Council.

**AGENDA**

1. **The Clerk to declare the meeting open.**
2. **To receive notification from any persons present of intent to record the meeting.**
3. **To appoint a Chair of the Daisy Meadow Car Park Committee.**
4. **To appoint a Vice Chair of the Daisy Meadow Car Park Committee.**
5. **To receive apologies for absence.**
6. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**
7. **Terms of Reference**
8. To note the draft Terms of Reference *(copy attached)*
9. **Future Projects**
10. To receive reports from Members of the Committee on the possible options available in respect of the Car Park.
11. To receive a report about meetings with possible providers of “pay and display” and to agree the action to be taken.
12. To appoint a member of the Committee to investigate the position regarding the requirement for a Traffic Control Order in respect of the Car Park.
13. To appoint a member of the Committee to prepare a timeline for the project, this timeline to be agreed at the next meeting of the Committee.
14. To discuss circulating Parishioners with a questionnaire regarding the broad outline of the project with a view to obtaining their initial views.
15. To appoint a Councillor to draft the wording of any such questionnaire, this wording to be submitted to the next meeting of Council for approval *(draft document circulated previously).*
16. To discuss any other aspects of the project and to agree the action to be taken.
17. **Future Meetings**
18. To agree the dates of meetings for the remainder of the Council year. **.**

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