

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE  
ENVIRONMENT AND OPEN SPACES COMMITTEE OF THE CANVEY ISLAND TOWN  
COUNCIL HELD AT COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND ON  
MONDAY 23<sup>RD</sup> SEPTEMBER 2019 AT 7.30 PM**

**PRESENT:** Cllr D. Anderson, Cllr J. Anderson, Cllr E. Harvey, Cllr B. Palmer and Cllr A. Acott

**ALSO PRESENT:** Mrs E. De Can – Town Clerk  
Miss J. Smith – Deputy Clerk

**E&OS/015/19 - APOLOGIES FOR ABSENCE.**

Apologies were provided and accepted for Cllr C. Sach.

**E&OS/016/19 – TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.**

No declarations of interest were received.

**E&OS/017/19 - PUBLIC FORUM – TO RECEIVE CONTRIBUTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND ON ITEMS ON THE AGENDA FOR A PERIOD NOT EXCEEDING TEN MINUTES.**

No members of the public were present.

**E&OS/018/19 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 3<sup>RD</sup> JUNE 2019.**

The minutes of the committee meeting held on the 3<sup>rd</sup> June 2019 were **CONFIRMED** and signed as a true record.

**E&OS/019/19 – TO NOTE THE MINUTES AND RESOLUTIONS FROM THE COMMON LIAISON COMMITTEE MEETING HELD ON THE 4<sup>TH</sup> SEPTEMBER 2019**

Members noted the minutes and resolutions from the Common Liaison Committee meeting held on the 4<sup>th</sup> September 2019.

**E&OS/020/19 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the Ove Arup plaque installation on the 1<sup>st</sup> October 2019. Members made comment of the article in the Echo newspaper regarding asbestos found in the band stand, the Town Clerk confirmed that this was incorrect and had not been clarified with the office prior to going to press as the information referred to related to fly-tipped material left at the allotments.

**E&OS/021/19 – TO REVIEW AND CONSIDER THE BUDGET AND FOUR YEAR PLAN FOR 2020/21**

Members reviewed the report provided by the Responsible Financial Officer detailing the expected expenditure for the year ending 31<sup>st</sup> March 2020 and the budget proposal for 2020/21 following discussions with the chairman and vice chairman of the committee and **RESOLVED** unanimously to submit the following budget to Full Council:

**Income:**

- Allotment Income – to remain at £4,030 – 112 half plots @ £32.50 and 6 full plots @ £65
- Planter and Hanging Basket Income - reduction to £0 as income from Knightswick Centre match funding is not guaranteed.

**Proposed Income:**

**£4,030.00**

**Expenditure**

- Staff Administration – to remain at £37,430 - Full Time Equivalent of 4 staff inc of additional funds to cover potential increases in salary, pension costs and staff changes.
- Seafront Gardens - £10,000 – decreased by £5000 as new maintenance contact lower and to create Band Stand budget.

- Tidal Pool / Beach – to remain at £8,000. Current contract expires 01/05/2020 so should allow for some increase.
- Tidal Pool Joints – to remain at £8,400 – 30 joints remaining with old filler with potential of failure.
- Joint Partnership Working – remove budget and allocate to Band Stand budget.
- Wildflower Meadow – £3,500 – budget to be decreased by £500 as contracts in place for maintenance but to still cover cost of potential vandalism.
- Tewkes Creek Maintenance – remain at £500.
- Blue Plaque Scheme – remain at £1,245
- Allotment Costs – remain at £3,500
- Band Stand – new budget of £6200 – created with decrease from Seafront Gardens, Wildflower Meadow and Joint Partnership Working.
- Hanging Baskets / Planter Maintenance – increase to £12,000 as current contract ends 31/03/2020 and costs unknown. Additional funds taken from Lake Enhancement budget.
- Street Furniture – remain at £5,000
- CI Wildlife & Conservation Group – remain at £500 for the annual donation to the group for assistance with the maintenance of the Don Downes Nature Reserve.

**Proposed Budget for 2020/21**

**£96,275.00**

**Increase**

**£2,000.00**

**Canvey Lake Expenditure**

- Staff Administration – to remain at £37,430 Full Time Equivalent of 4 staff inc of additional funds to cover potential increases in salary, pension costs and staff changes.
- Lake General Maintenance – budget reduced in 2019 by £6,000 as vired to Litter/Grass Maintenance for additional costs in new contract - to remain at £19,000 which includes pennywort removal, tree audit & general maintenance plus contingency for repair to erosion to banks in bird feeding area.
- Lake Enhancements – to reduce to £6,000 due to the limited enhancements required. £2,000 moved to Hanging Baskets/Planters.
- Lake Litter / Grass Maintenance – to remain at £24,000 – Current contract is for £23,220 pa.
- Play Area – to remain at £5,000 for unknown costs of vandalism or potential play equipment replacement.

**Proposed Budget for 2020/21**

**£91,430.00**

**Reduction**

**£2,000.00**

**Earmarked Reserves**

- Seafront Gardens – to remain at £14,000 carried forward budget from 2019/20 for possibility of renewing CCTV and renovations.
- Band Stand – to increase to £10,000 for the potential project of installing electrics.
- Community Special Constables – removed from EMR as now an on-going project with own cost centre.
- Dutch Cottage – to remain at £6000 pending decision by full council as to whether to go ahead with this project.

Members reviewed the four year plan and projects from 2019 - 2022:

- Labworth Memorial Gardens – ongoing
- Investigate the potential of taking over the band stand – completed
- New Project – Way Marker signs – Town Centre

**E&OS/022/19 – TO NOTE THE EXTENSION OF THE WILD FLOWER MEADOW LEASE FOR A FURTHER 25 YEARS AND APPROVE THE SIGNING OF THE LEASE AS PER STANDING ORDER 23A & B WITH THE COUNCILS SEAL**

Members noted the Wildflower Meadow lease and **RESOLVED** to approve the signing of the lease with the Council seal as per Standing Order 23a & b.

**E&OS/023/19 – TO NOTE THE ADDITIONAL COST OF £95.00 PER ANNUM FOR THE CURRENT TREE AUDIT TO INCLUDE THE WILDFLOWER MEADOW, TEWKES CREEK AND THE LABWORTH MEMORIAL GARDENS**

Members noted the additional cost of £95.00 per annum for the annual tree audit.

**E&OS/024/19 – TO NOTE THE ESSEX COAST PATH PLANS WHICH INCLUDE THE BOUNDARY OF THE WINTER GARDENS ALLOTMENTS**

Members noted the Essex Coast Path plans.

**E&OS/025/19 - TO CONSIDER AND AGREE THE INSTALLATION OF A 7FT CHERRY TREE AND BLACK GRANITE WEDGE AS PER THE COUNCILS POLICY IN MEMORY OF A MEMBER OF THE PUBLIC AS REQUESTED BY THEIR FAMILY IN THE LABWORTH MEMORIAL GARDENS**

Members considered the residents request to plant a 7ft cherry tree and a plaque at the Labworth Memorial Gardens and **RESOLVED** to accept this proposal and for the tree to be planted in the same location of the previous memorial trees to the rear of the gardens. Members agreed that the policy and guide should be reviewed by the committee at its next available meeting.

**E&OS/026/19 – TO RECEIVE AN UPDATE FROM THE COMMUNITY WARDEN RELATING TO ALL OPEN SPACES.**

A written report was supplied to the committee in the absence of the Community Warden providing an update on the Canvey Way planter sticker, Ellea Hunt's memorial plaque, the tidal pool maintenance and joint repairs, the vandalism to the bench at Canvey Lake and the progression of the Wildflower Meadow.

**E&OS/027/19 – TO NOTE THE HEALTH AND SAFETY REPORT DETAILING INCIDENTS AND ACTIONS COMPLETED.**

Members **NOTED** the Health and Safety Reports detailing incidents and actions completed at each of the Town Council's open spaces.

**E&OS/028/19 – ACCOUNTS FOR PAYMENT**

Members **APPROVED** accounts for signature for cheques 203480 to 203499 inclusive.

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/09/2019	C Black	203480	135.00		CITC car pk /install bins lake
23/09/2019	Aspect Maintenance Ltd	203481	4,800.00		Maintenance - August
23/09/2019	Lennard Trophies	203482	15.25		3x Bench plaques
23/09/2019	This is Fever Limited	203483	24.00		September Cloud hosting
23/09/2019	C. Sach	203484	28.98		Travel expenses 06/06 & 24/07
23/09/2019	Fullmen Limited	203485	2,502.72		Metal legs for Band Stand
23/09/2019	Sterner AquaTech UK Ltd	203486	819.00		OxyGuard meter
23/09/2019	Scottish Provincial Press Ltd	203487	210.00		Advert - Envoy Magazine
23/09/2019	Design4Print	203488	84.00		Planter stickers - Canvey Way
23/09/2019	DC PAT TESTING	203489	90.00		PAT - 10/09/2019
23/09/2019	Stanley Marsh & Co Ltd	203490	2,500.00		No 11 rent - 29/09 - 25/12
23/09/2019	Land & Water Services	203491	2,737.28		Pennywort - Yr 5
23/09/2019	K. Reader	203492	70.00		Office cleaning -28/08 & 11/09
23/09/2019	J. Smith	203493	15.20		Travel & parking - 05/09
23/09/2019	J & M Payroll Services Limited	203494	36.00		Payroll processing - August
23/09/2019	MB Fire Risk Limited	203495	180.00		External Fire Risk Assessment
23/09/2019	Viking Office Supplies	203497	22.49		Letter trays
23/09/2019	PKF Littlejohn LLP	203498	720.00		External Audit YE2018/19
23/09/2019	D. Trower	203499	20.00		Window cleaning 06/09 & 20/09
<b>Total Payments</b>			<b>15,009.92</b>		

The meeting closed at 8.20pm.

CHAIRMAN

16<sup>th</sup> December 2019