

# Canvey Island Town Council



## TO ALL MEMBERS OF THE ENVIRONMENT AND OPEN SPACES COMMITTEE

Cllr. D. Anderson (Chairman), Cllr E. Harvey, Cllr C. Sach, Cllr B. Palmer, Cllr A. Acott and Cllr J. Anderson

Dear Councillors,

I hereby summon you to attend a meeting of the **ENVIRONMENT & OPEN SPACES COMMITTEE** to be held in **COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 23<sup>RD</sup> SEPTEMBER 2019** commencing at **7.30PM** for the transaction of business as set out below.

***Any member who is unable to attend the meeting should send their apologies before the meeting.***

Yours faithfully,

Mrs E. De Can  
Town Clerk

17<sup>th</sup> September 2019

*The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Town Clerk. All Council meetings are recorded and are available as audio minutes on the Councils website.*

### **A G E N D A**

- 1 Apologies for absence.
- 2 To receive declarations of interest in items on the agenda.
- 3 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.
- 4 To confirm and sign as a true record the minutes of the Committee meeting held on 3<sup>rd</sup> June 2019
- 5 To note the minutes and resolutions from the Common Liaison Committee meeting held on the 4<sup>th</sup> September 2019
- 6 To note the Clerks Report of ongoing projects and not on the agenda (Appendix A)
- 7 To review and consider the Budget and Four Year Plan for 2020/21
- 8 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 (Appendix B).
- 9 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.
- 10 To note the Essex Coast Path plans which include the boundary of the Winter Gardens Allotments (Appendix C).
- 11 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.
- 12 To receive an update from the Community Warden relating to all Open Spaces.
- 13 To note the Health & Safety report detailing incidents and actions completed. (Appendix D)
- 14 Accounts for payment.

**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 3<sup>RD</sup> JUNE 2019 AT 7.30 PM**

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

**ALSO PRESENT:** Mrs E. De Can – Town Clerk  
Mrs A. Wakenell – Community Warden

**E&OS/001/19 - APOLOGIES FOR ABSENCE.**

All members were present.

**E&OS/002/19 – TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.**

No declarations of interest were received.

**E&OS/003/19 - TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2019/20**

Cllr Palmer nominated Cllr J. Anderson as Vice Chairman and the nomination was seconded by Cllr Sach. There were no other nominations therefore Cllr J. Anderson was appointed as Vice Chairman for 2019/20.

**E&OS/004/19 - 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/005/19 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 1<sup>ST</sup> APRIL 2019.**

The minutes of the committee meeting held on the 1<sup>st</sup> April 2019 were **CONFIRMED** and signed as a true record.

**E&OS/006/19 – TO NOTE THE MINUTES AND RESOLUTIONS FROM THE COMMON LIAISON COMMITTEE MEETING HELD ON THE 15<sup>TH</sup> MAY 2019**

Members noted the minutes and resolutions from the Common Liaison Committee meeting held on the 15<sup>th</sup> May 2019.

**E&OS/007/19 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA**

Cllr J. Anderson asked for an update on the plaque. The Town Clerk confirmed that this was progressing and quotes were being obtained for an unveiling curtain.

**E&OS/008/19 – TO CONSIDER AND AGREE THE QUOTES FOR THE NEW WAY MARKER SIGNAGE IN THE TOWN CENTRE**

Members considered the costs obtained for 2 new way marker signs in the town centre and **RESOLVED** to enquire with CPBC whether these could be purchased as part of the funding provided for high streets and town centre improvements as referred to in the local press. Members agreed that the various permission requests should be pursued for the committee to review at the next meeting should funding not be possible.

**E&OS/009/19 – TO CONSIDER AND AGREE THE WORK SPECIFICATION FOR THE LABWORTH MEMORIAL GARDENS CONTRACT IN OCTOBER 2019 INCLUSIVE OF THE BAND STAND.**

Members considered the work specification provided and **RESOLVED** to approve the specification for a 5 year contract with the inclusion of a sensory garden. Members discussed the future plans for the gardens and requested that the Town Clerk review the CCTV management with CPBC and **RESOLVED**

to review plans for the gardens at a later stage with the intention to consider upgrading the existing provision.

**E&OS/010/19 – TO CONSIDER AND AGREE THE COSTS PROVIDED FOR THE SHORT TERM GROUNDS MAINTENANCE AND LITTER CLEARANCE REQUIREMENTS FOR THE BAND STAND FOR JULY TO OCTOBER**

Members considered the costs provided for the maintenance and litter clearance of the Band Stand up to the end of September and **RESOLVED** to appoint Aspect Maintenance Ltd to proceed with the initial clean up, hedge trimming and litter removal and pavement weeding at a cost of £160.00. Members reviewed the costs provided for litter clearance of the bins and **RESOLVED** that it was not cost effective to continue with a contract for the litter bins in this small area and that all 4 bins should be removed.

**E&OS/011/19 – TO CONSIDER THE POTENTIAL OF APPLYING FOR FUNDING FROM THE URBAN TREE CHALLENGE FUND**

Members considered the information provided in relation to the Urban Tree Challenge Fund and **RESOLVED** that due to the amount of match funding required for year 1 funding and the expectation of the level of match funding in year 2 this funding stream was not financially viable at this time.

**E&OS/012/19 – TO RECEIVE AN UPDATE FROM THE COMMUNITY WARDEN RELATING TO ALL OPEN SPACES.**

The Community Warden advised that some scorching at been noted at the Wildflower Meadow which was being monitored, however, no other issues have occurred to report.

**E&OS/013/19 – 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/014/19 – ACCOUNTS FOR PAYMENT**

Members **APPROVED** accounts for signature for cheques 203406 to 203420 inclusive.

Company	Cheque No	Amount	Description
Design 4 Print	203406	£31.20	Garden Trail posters
Castle Point Borough Council	203407	£20.00	Space at Castle Point show
Essex County Council	203408	£250.00	Seasonal decoration application fee
Shave Electrical Services	203409	£742.80	Merlin Gerin MCBS for RSBOS / Emergency lights / Floodlights
Office Needs	203410	£52.75	A4 copier paper
EALC	203411	£324.00	Chairman's Day 1, 2 & 3 - C. Sach
Banks and Sons Ltd	203412	£336.00	Replacement window – No. 13 High Street
MJM Software Ltd	203413	£204.00	Site visit / Netgear Modem router
Tindle Newspapers Essex & Kent Ltd	203414	£120.00	Full page advert – Armed Forces Day
Anglian Water Business (National) Ltd	203415	£108.05	Water - Smallgains Allotments
Signs of the Times Ltd	203416	£786.38	Self-watering planter to fit in recess of Welcome to Canvey Island sign
H M Land Registry	203417	£40.00	Application to register land for Labworth Gardens & Band Stand
Marts Blinds Ltd	203418	£600.00	Window blinds - No. 13 High Street
Aspect Maintenance	203419	£ 3397.00	May maintenance
D. Trower	203420	£20.00	Window cleaning 10/05 & 31/05
<b>TOTAL</b>		<b>£7032.18</b>	

The meeting closed at 8.15pm.

CHAIRMAN  
23<sup>rd</sup> September 2019

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE  
COMMON LIAISON COMMITTEE  
HELD AT THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND ON  
WEDNESDAY 4<sup>TH</sup> SEPTEMBER 2019 AT 3.00PM**

**PRESENT:** Isobel Donovan, Cllr J. Anderson and Cllr D. Anderson

Also present: Mrs E. De Can – Town Clerk  
Mrs A. Wakenell – Community Warden  
Rob Baker – Basildon Council  
2 members of the public

**CL/011/19 - APOLOGIES FOR ABSENCE**

Apologies were accepted for Cllr Varker. Cllr Mumford was not present.

**CL/012/19 – TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**CL/013/19 – PUBLIC FORUM – TO RECEIVE CONTRIBUTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND ON ITEMS ON THE AGENDA FOR A PERIOD OF NOT EXCEEDING TEN MINUTES**

No members of the public wished to speak.

**CL/014/19 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> MAY 2019**

The minutes of the committee meeting held on the 15<sup>th</sup> May 2019 were **CONFIRMED** and signed as a true record of the proceedings.

**CL/015/19 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the Clerks Report.

**CL/016/19 - TO RECEIVE AN UPDATE FROM THE COMMUNITY WARDEN FOLLOWING A VISIT TO THE LAKE BY CEFAS**

The Community Warden confirmed that the lake is still under designation for the KHV disease and that signs are located at the lake informing the public. Following an inspection by CEFAS it has been confirmed that they are happy with actions that have been taken and will arrange a further visit in Dec/Jan.

**CL/017/19 - TO CONSIDER A PROPOSAL FROM BASILDON BOROUGH COUNCIL TO WORK IN PARTNERSHIP TO SUBMIT AN EXPRESSION OF INTEREST FOR FISHERIES TO MANAGE AND MAINTAIN THE LAKE**

Members noted the report provided by the Town Clerk detailing the meeting with Rob Baker to seek advice on regulating fishing and the information obtained. Rob Baker advised members that he had made a proposal to the Town Clerk to work in partnership with Basildon Council to submit an expression of interest from local fisheries to see if they would be interested in the management, maintenance and administration of Canvey Lake and Wick Country Park which has recently been taken over by Basildon Council. This proposal only relates to the lake and not the entire open space.

Members reviewed the report and information provided by Rob Baker and **RESOLVED** to work with Basildon Council to seek expression of interests in order to review how this may progress for future management.

**CL/018/19 - TO CONSIDER AND AGREE THE PURCHASE OF AN OXYGEN METER AT THE COST OF £675.00**

Members considered the purchase of an oxygen meter and **RESOLVED** to purchase the item at a cost of £675.00.

**CL/019/19 - TO DISCUSS AND CONSIDER OPTIONS FOR THE EROSION OF THE BIRD FEEDING AREA BANKS**

Members discussed the erosion of the banks by the bird feeding area and **RESOLVED** that the Community Warden investigate possible solutions with competent contractors and report back to the committee with costs and options at the next available meeting.

**CL/020/19 - TO DISCUSS AND CONSIDER HIRING AN AERATOR FROM THE ENVIRONMENT AGENCY**

Members discussed the potential of hiring an aerator and noted the response from the Environment Agency confirming that our request would not be accepted due to the level of silt in the lake the committee **RESOLVED** to not progress with this course of action.

**CL/021/19 - TO CONSIDER AND AGREE THE PURCHASE OF 13 LONDON FIRE BRIGADE PADLOCKS FOR THE EXISTING BOLLARDS/GATES AT A COST OF £129.87.**

The Community Warden advised members that there had been issues with unauthorised access and vehicles entering the site by the removal of the FB1 padlocks. Members considered the costs provided for replacing the existing padlocks with FB13 padlocks which are used in the London areas and **RESOLVED** that although they were happy to purchase the FB13 padlocks at £129.87, the community warden should investigate the possibility of having coded padlocks and delegated the power to the Town Clerk to approve the changes to the current FB1 padlocks for either option up to a budget of £200.00.

**CL/022/19 - TO NOTE THE HEALTH & SAFETY REPORT DETAILING INCIDENTS AND ACTIONS COMPLETED**

Members noted the health & safety report detailing incidents and actions completed.

The meeting closed at 3.50pm.

CHAIRMAN

27<sup>th</sup> November 2019

## ENVIRONMENT & OPEN SPACES COMMITTEE MEETING – PROGRESS REPORT

APPENDIX A

2Item	Action Agreed at Committee	Action Taken/Current position	Responsibility	Time Schedule
<b>WILDFLOWER MEADOW</b>	<b>TO CONSIDER THE WILDFLOWER MEADOW LEASE AND AGREE IT'S EXTENSION PERIOD FOLLOWING ITS EXPIRATION DATE IN SEPTEMBER 2019.</b> Members noted that the current lease expires in September 2019 and <b>RESOLVED</b> that a further lease should be negotiated on a term no less than 25 years	Email sent to A Smith 10.06.19 – chased 23.07.19  Lease received 27.08.19 for 25 years.	EDC	In Progress
<b>ALLOTMENTS</b>	<b>TO CONSIDER AND AGREE INVESTIGATING THE PROVISION OF TOILET FACILITIES AT WATERSIDE FARM ALLOTMENTS</b> Members noted the request for toilet facilities and <b>APPROVED</b> that officers proceed with an investigation as to whether toilet facilities can be installed at Waterside Allotments.		JS	Still to be done
<b>LABWORTH GARDENS</b>	<b>TO CONSIDER AND AGREE THE WORK SPECIFICATION FOR THE LABWORTH MEMORIAL GARDENS CONTRACT IN OCTOBER 2019 INCLUSIVE OF THE BAND STAND.</b> Members considered the work specification provided and <b>RESOLVED</b> to approve the specification for a 5 year contract with the inclusion of a sensory garden. Members discussed the future plans for the gardens and requested that the Town Clerk review the CCTV management with CPBC and <b>RESOLVED</b> to review plans for the gardens at a later stage with the intention to consider upgrading the existing provision.	Tender end date 16.08.19 – tender allocated to Aspect Maintenance Services	EDC	Complete
<b>LABWORTH</b>	<b>TO CONSIDER A REQUEST FROM A RESIDENT TO INSTALL A PLAQUE COMMEMORATING THE HISTORY OF THE LABWORTH</b> Members noted a request by a resident to celebrate the history of the Labworth building by installing a plaque commemorating its history and the reason it was designed. The correspondence received details that the Labworth Café is a pioneering modernist International style reinforced concrete building overlooking the Thames estuary at Labworth beach on Canvey Island, Essex. Built in 1932–1933 by Ove Arup to resemble the bridge of the Queen Mary, it exists as the only building solely designed by the distinguished engineer." Ove	Investigation taking place with English Heritage  Update provided to meeting on the 19.03.18 with recommendation to set up a Heritage Plaque Scheme.  Draft policy to be submitted to P&F on 30 <sup>th</sup> April 2018 – Policy agreed.  Quotes to be submitted to committee 24 <sup>th</sup> September 2018.  25.09.18 – investigations found that original name	EDC	In Progress

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<p><b>BAND STAND</b></p>	<p>Arup was one of the designers who worked on the Sydney Opera House. Grade 11 listed building in 1996. A pioneering building of the Modern Movement which predates the Gorilla House at London Zoo by Lubetkin and Tecton's Penguin House, and one of the only architectural designs by Ove Arup. Members <b>RESOLVED</b> for the Clerk to investigate costs for the installation of a blue plaque.</p> <p>19.03.18 - Members noted that the Blue Plaque Scheme run by the English Heritage is for London plaques only and that many local councils, civic societies and other organisations run their own similar plaque schemes. Members <b>RESOLVED</b> that the Town Clerk submit a draft policy to the next Policy &amp; Finance committee for approval to set up its own Heritage Plaque scheme and for the Town Clerk to continue to investigate costs as requested for the Labworth Building plaque which will be taken from the Street Furniture budget until a budget can be set for the overall scheme.</p> <p>24.09.18 - Members <b>RESOLVED</b> to approve the purchase from Sign of the Times at the initial set up cost of £433 which includes tooling to make the crest to be taken from the Street Furniture budget. Members noted that further signs would be at a cost of £249 as the template would have already been created.</p> <p>Members discussed the design of the plaque and <b>RESOLVED</b> that the Town Clerk investigate the purpose of the original building as it was not originally called the Labworth Café and refer back to the committee for approval before the purchase proceeds.</p>	<p>of building was Canvey Island Café</p> <p>18.03.19 - Plaque received and authorisation from Labworth Café to install, however, the unveiling of the plaque will be on hold until after the elections.</p> <p>Costs being obtained for an unveiling curtain.</p> <p>Curtains now purchased – event to be arranged</p>	
	<p><b>TO CONSIDER WORKS REQUIRED TO THE BAND STAND AND AGREE HOW THIS IS TO BE USED</b></p> <p>Members considered the report provided by the Town Clerk and the condition of the Band Stand and <b>RESOLVED</b> that the Town Clerk obtain quotes for the work stated in the report ensuring that the colour requirements for the paint work is red, yellow and blue for the top, white under the roof, blue for the surrounding</p>	<p>Contractors appointed – awaiting dates for works to start.</p> <p>Costs to be agreed at meeting on 3<sup>rd</sup> June for ongoing maintenance and work specification for tender document for contract starting 1<sup>st</sup> October.</p> <p>Work completed 19<sup>th</sup> July 2019</p>	<p>EDC/AR</p> <p>Completed</p>

## ENVIRONMENT & OPEN SPACES COMMITTEE MEETING – PROGRESS REPORT

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	<p>posts and iron work and a gold weather main. Members delegated the power to the Town Clerk to agree the quotes considering best value within the budget allowance provided.</p> <p>Members noted that the work will be attempted to be done before the summer holidays of 2019, however, this cannot be guaranteed.</p>			
	<p><b>TO CONSIDER AND AGREE THE COSTS PROVIDED FOR THE SHORT TERM GROUNDS MAINTENANCE AND LITTER CLEARANCE REQUIREMENTS FOR THE BAND STAND FOR JULY TO OCTOBER</b></p> <p>Members considered the costs provided for the maintenance and litter clearance of the Band Stand up to the end of September and <b>RESOLVED</b> to appoint Aspect Maintenance Ltd to proceed with the initial clean up, hedge trimming and litter removal and pavement weeding at a cost of £160.00. Members reviewed the costs provided for litter clearance of the bins and <b>RESOLVED</b> that it was not cost effective to continue with a contract for the litter bins in this small area and that all 4 bins should be removed.</p>	<p>Costs being obtained for litter picks up to 01.10.19</p>	<p>EDC</p>	<p>Completed</p>
<p><b>TOWN CENTRE</b></p>	<p><b>TO CONSIDER A REQUEST TO INSTALL NEW WAY MARKER SIGNAGE WITHIN THE TOWN CENTRE.</b></p> <p>Members raised a concern that the current regeneration of a town centre was still in the pipeline and <b>RESOLVED</b> to defer this request until further information on the proposed town square was available.</p> <p>01.04.19 - Members consider the request to install new way marker signage in the town centre and <b>RESOLVED</b> that the Town Clerk investigate permission for two signs to be located by the Library and the Haystack pub and seek costings for further consideration.</p> <p>03.06.19 - Members considered the costs obtained for 2 new way marker signs in the town centre and <b>RESOLVED</b> to enquire with CPBC whether these could be purchased as part of the funding provided for high</p>	<p>Put back to committee 01.04.19 for a decision</p> <p>Costs to be considered by committee on 3<sup>rd</sup> June.</p> <p>03.06.19 – T Bragg advised that the funding had to be spent by 31 March. CPBC purchased some new bins for installation in town centres and also some litter picking kits that can be loaned to volunteers (adults and children).</p> <p>01.08.2019 – Emailed S. Alcock (officer LHP at EEC) for application form.</p> <p>06.09.2019 – Application form completed with location maps and photo for approval before</p>	<p>JS</p>	<p>In Progress</p>



# ENVIRONMENT & OPEN SPACES COMMITTEE MEETING – PROGRESS REPORT

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	<p>streets and town centre improvements as referred to in the local press. Members agreed that the various permission requests should be pursued for the committee to review at the next meeting should funding not be possible.</p>	<p>submission by relevant LHP County member. Next LHP meeting 17/09/2019</p>	
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