

**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.

| <b>Company</b>                        | <b>Cheque No</b> | <b>Amount</b>   | <b>Description</b>  |
|---------------------------------------|------------------|-----------------|---|
| 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