

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE  
COMMON LIASION COMMITTEE HELD IN THE COUNCIL OFFICE,  
13 HIGH STREET, CANVEY ISLAND  
ON MONDAY 21<sup>ST</sup> MARCH 2016 AT 3.00PM**

PRESENT:

Committee: Natalie Holt (Chairman), Cllr R. Howard, Cllr J. Anderson and Cllr D. Blackwell

Also present: Mrs E. Hunt – Town Clerk  
Mrs A. Ruskin – Community Warden

**CL/044/15 - APOLOGIES FOR ABSENCE.**

Cllr T. Skipp provided his apologies due to another commitment.

**CL/045/15 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

No declarations of interest were received.

**CL/046/15 - 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 public were present.

**CL/047/15 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON 20<sup>TH</sup> JANUARY 2016.**

The minutes of the committee meeting held on the 20<sup>th</sup> January 2016 were **CONFIRMED** and signed as a true record.

**CL/048/15 - MATTERS ARISING FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA.**

The Town Clerk provided members with an update of the ongoing projects and not on the agenda.

The Community Warden advised members that she had received a number of complaints in relation to the uneven surface and potholes that have appeared in the unadopted section of Denham Road leading toward the car park and had been asked if she could put these concerns to the committee for consideration.

The Town Clerk advised that the Town Council had resurfaced this section of road approximately two years previously and that it had made it clear to the residents at that time that any works completed did not constitute taking over the responsibility for the ongoing maintenance of this section of road.

Cllr J Anderson enquired whether the integrated urban drainage study had been completed. Cllr D Blackwell advised that this was still in progress and that the task and finish group meet regularly on this matter. N Holt confirmed that the ~~Canvey Island Flood Resilience team~~Multi Agency Task and Finish Group had met two weeks ago though unfortunately she was unable to attend. N Holt advised that ~~multi-agency task and finish officers~~Canvey Island Flood Resilience Team and were due to meet again soon and that she would provide members with an update from this meeting at the next Common Liaison Committee Meeting.

Cllr J Anderson commented that if dredging of the lake is agreed as part of these discussions, that perhaps the organisation responsible for carrying out the work could make a grant available for restoration of the road surface should the lorry movements that adversely impact on the surface of the road.

N Holt asked whether it would be advisable for the Town Council to formulate a statement which outlines the Councils responsibility in relation to the ongoing maintenance of this road for distribution to the local residents and to be utilised to answer any further concerns in relation to the condition of the unadopted section of this road.

The Town Clerk advised that she would prepare a statement for the committee to consider and agree at its next meeting.

Cllr D Blackwell enquired whether any of the fishing prevention signage had been installed along the South East side of the lake advising that fishing is prohibited by law as was on the North East bank. The Town Clerk advised that there were no signs in the watercourse along this section at the moment however, there was two signs still available that could be installed in the watercourse or islands along the South East side of the lake and that costs to purchase new posts and also installation costs would need to be investigated.

The Town Clerk advised that she would investigate post and installations costs for the committee to consider at its next available meeting.

#### **CL/049/15 – TO RECEIVE AN UPDATE ON THE PROGRESSION OF THE BYELAW.**

The Town Clerk provided members with an update on the progress of the Byelaw confirming that it was confirmed by the office of the Secretary of State on the 21<sup>st</sup> January 2016 and that it came into effect one month from the date of the confirmation being 21<sup>st</sup> February 2016.

The Town Clerk advised members that in accordance with the Common Liaison Committee Meeting Minute (CL/061/13 – Members **RESOLVED** a budget of upto £10,000 be earmarked for amendments to existing signage, signage replacement where necessary inclusive of installation costs and the removal and reinstallation of existing signage and devolved the power to the Clerk to investigate and purchase the appropriate signage within the agreed budget). Members recommended that the Town Clerk obtain a quotation from a local printing company to create transfer labels to cover the text on the existing signs as a cost effective alternative to purchasing new signs and members agreed that they were happy for the Clerk to investigate appropriate wording used by other local authorities.

The Town Clerk advised that she had investigated costs to produce transfer labels to cover existing wording with new text as a cost effective alternative and advised that she had ordered the transfer labels from Design 4 Print at a total cost of £100.00 excluding VAT and that the Community Warden had approached three local contractors to provide quotations to apply the transfer labels to existing signage, attach signage to posts within the watercourse and relocate five posts in Area 3. The Town Clerk advised that Aspect Maintenance Limited were appointed to carry out the works at a total cost of £400.00 excluding VAT as they had provided the most competitive quotation giving a cost saving of approximately £9,500.00 from a budget of upto £10,000 which had been earmarked for amendments to existing signage and signage replacement.

Cllr R Howard enquired about horse riding at the lake. The Town Clerk advised that she had visited at the lake on Friday afternoon and there had been a number of deep hoof prints left in the soft ground together with foul left on the path. The Town Clerk confirmed that horse riding was permitted at the lake under the new Byelaw, however, she would out of courtesy, write letters to the local stables to ask them to be mindful of the damage caused to the soft ground when riding along the lake.

#### **CL/050/15 –TO RECEIVE A REPORT FROM THE COMMUNITY WARDEN ON THE COMMUNITY ENGAGEMENT EVENT BEING HELD AT CANVEY LAKE ON WEDNESDAY 30<sup>TH</sup> MARCH 2016 WITH THAMES21**

The Community Warden gave a verbal report on the community engagement event being held at Canvey Lake on Wednesday 30<sup>th</sup> March 2016 in partnership with Thames21 and Essex County Council.

The Community Warden confirmed the activities that will be available on the day and advised that the event was able to be delivered as a free entry event as Essex County Council would be sponsoring it.

Cllr D Blackwell raised concerns about the pond dipping activity and **RECOMMENDED** that the Community Warden investigate the cost of providing disposable gloves for children to carry out this activity. Members **AGREED** for the Community Warden to procure disposable gloves for use at the event.

The Community Warden asked members to consider whether planting along the reed fridge could be considered as part of this event and provided them with a list of planting recommended by Thames21. Members considered the proposal and **RESOLVED** that the environment would not be suitable to sustain this planting.

Members commented that they would have liked to have been more involved with the organisation of the event but had appreciated that time constraints had impacted on this. Members expressed an interest in officiating at the event and it was **AGREED** that all members shall arrive on site at 10:30am to open the event to the members of the public.

The Town Clerk advised members that a press release had been prepared for distribution to local press and asked members if a quote from the Committee Chairman could be included prior to release. Members **AGREED** that the Chairman should provide a quote for submission. The Town Clerk will liaise with N Holt about publicity.

#### **CL/051/15 –TO CONSIDER AND AGREE COSTS TO REPLACE 8 NO. LITTER BINS AT CANVEY LAKE**

Members considered the costs provided by the Community Warden to replace 8 no. litter bins at Canvey Lake and **RESOLVED** to appoint Unicorn Containers as the supplier of the bins at a total cost of £1,714.35 excluding VAT and to appoint Aspect Maintenance Limited to remove and dispose of the existing litter bins, create a concrete base and secure the new litter bins to the new bases at a total cost of £640.00 excluding VAT.

#### **CL/052/15 –TO CONSIDER AND AGREE COSTS TO STUMP GRIND 13 TREES AT CANVEY LAKE**

Members considered the costs provided by the Community Warden to stump grind 13 tree stumps at Canvey Lake following tree removal works and **RESOLVED** to appoint CB Landscapes to carry out the works at a total cost of £280.00 excluding VAT.

#### **CL/053/15 –TO CONSIDER AND AGREE THE INSTALLATION OF IMITATION CCTV CAMERAS AT THE LAKE**

Members considered the costs provided by the Community Warden to install imitation CCTV cameras at the Lake to act as a deterrent to acts of flytipping, littering and fishing in prohibited areas and **RESOLVED** to defer the item and to consider more educational opportunities.

#### **CL/054/15 –TO CONSIDER AND AGREE TO REPLACE THE POLYPROPYLENE FISHING PREVENTION ROPE WITH GALVANISED WIRE**

Members considered the costs provided by the Community Warden to replace the polypropylene fishing prevention rope with galvanized wire and **RESOLVED** to appoint CB Landscapes to carry out the works at a total cost of £320.00

#### **CL/055/15 –TO CONSIDER AND AGREE A PROPOSAL TO OBTAIN SPONSORSHIP FROM INDIVIDUALS OR COMMUNITY GROUPS FROM THE COMMUNITY OF CANVEY ISLAND TO PAINT THE THREE BRIDGES WEST OF WINTER GARDENS PUMPING STATION**

Members discussed the proposal and **RECOMMENDED** contacting schools in the immediate vicinity to ascertain their interest in sponsoring a bridge. Members discussed acknowledgement of the

sponsorship and how this can be publicised and **RECOMMENDED** that a plaque could be installed on the bridge railing to acknowledge the sponsorship.

Members discussed the application of works and **RECOMMENDED** that a qualified contractor should be appointed to complete the works and where possible local contractors should be contacted.

Members considered the proposal and **AGREED** that the Town Clerk obtain quotations for plaques and to carry out painting works in primary colours preferable and should write letters to local schools to ascertain their interest in sponsoring one of the bridges each and to report back to the committee at its next meeting.

**CL/056/15 – TO NOTE THE HEALTH AND SAFETY REPORT DETAILING INCIDENTS AND ACTIONS COMPLETED**

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

Meeting closed at 4.50pm

Chairman  
01<sup>st</sup> June 2016