

**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 12TH SEPTEMBER 2016 AT 7.30 PM**

PRESENT: Cllr J. Anderson (Chairman), Cllr D. Anderson, Cllr B. Campagna, Cllr J. Blissett, Cllr M. Tucker Cllr A. Acott

ALSO PRESENT: Mrs E Hunt – Town Clerk.
Mrs A Ruskin – Community Warden
5 members of the public.

E&OS/015/16 - APOLOGIES FOR ABSENCE.

There were none.

E&OS/016/16 – TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

E&OS/017/16 – 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.

Mr Basten requested to speak on item 14 of the Agenda and asked the Community Warden what is being done about the over grown hedges which are encroaching the public footpaths. Mr Basten explained that there continues to be an issue with this on Long Road near to the entrance of the newly built flats. The Community Warden advised she would visit the location to investigate and would report the matter to the relevant authority.

Cllr J. Anderson provided members with a brief update of the progress of the over grown vegetation in Link Road advising that the matter had now been resolved and asked the members of the public to report any areas of concern to their ward councillors to follow up.

Cllr A. Acott enquired about the overgrown brambles between the car wash on Northwick Road and Morrisons supermarket. Cllr J. Blissett advised members that she had been made aware of this and that she had reported the matter and that this would be cut back.

E&OS/018/16 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 13TH JUNE 2016.

The minutes of the committee meeting held on the 13th June 2016 were **CONFIRMED** and signed as a true record.

E&OS/019/16 – TO NOTE THE ONGOING PROJECTS AND NOT ON THE AGENDA.

Cllr J. Anderson provided members with an update of the ongoing projects not on the agenda.

Cllr A. Acott commented that the Labworth Park is often used in the summer months as an overflow car park of the Labworth car park so the Town Council should be mindful that when investigating the construction of a pathway to join the Labworth Memorial Gardens to the Bumblebee Park that the materials should be able to withstand vehicle access. Cllr J. Anderson advised that this detail would be considered nearer the time.

Cllr J. Anderson advised members that advice had been sought from a course tutor at the Essex Association of Local Council by the Community Warden in relation to the erosion of the tidal pool surround and that she had been advised that there is adequate Health and Safety signage in place at the tidal pool for visitors advising them of the risks as this location and it can be shown that the risks have been assessed and hazards controlled as far as is reasonably practicable.

Cllr J. Anderson continued to provide an update on the remaining ongoing projects and not on the agenda.

Cllr A. Acott enquired about the progression of CIF applications explaining that in an emergency an application can be progressed quickly without the need to await panel judging decisions in November. The Town Clerk advised that she would make enquiries and report back to the Committee on this matter at its next meeting.

E&OS/020/16 – TO REVIEW AND CONSIDER THE ALLOTMENT RENTS AND WATER RATES FOR 2017/18.

Members were provided with a report completed by the Town Clerk detailing the current and proposed allotment rent and water charges. The report detailed that the rent charged to tenants had not been increased since 2011 and that as there have been increases in water rate charges and expenditure incurred to enhance the sites, members were to consider increasing the rental charge from £40.00 per annum to £50.00 per annum for a full plot and from £20.00 per annum to £25.00 per annum for a half plot. Members were also asked to consider an increase to the water charges from £10.00 per annum to £15.00 per annum for a full plot and from £5.00 per annum to £7.50 per annum for a half plot to bring charges to tenants in line with that of other allotment sites across the borough.

Members considered the recommendation and **RESOLVED** to increase the rental charges effective from 1 January 2017 to £50.00 for a full plot and £25.00 for a half plot and to increase the water charges to £15.00 for a full plot and £7.50 for a half plot.

E&OS/021/16 – TO CONSIDER AND AGREE A PROPOSED LEASE AGREEMENT WITH CASTLE POINT BOROUGH COUNCIL RELATING TO THE WILDFLOWER MEADOW AT TEWKES CREEK FOLLOWING THE EXPIRATION OF THE LICENSE AGREEMENT ON 18TH SEPTEMBER 2016.

Members were provided with a report completed by the Town Clerk detailing the proposal made by Castle Point Borough Council to enter into a Lease Agreement for the Wildflower Meadow following the expiration of the existing License Agreement on 18th September 2016, which would give the same rights and possession to the Town Council as it has for other parcels of land it manages so that there are no differences in their terms and conditions. Members were advised that in order to progress this the Town Council would need to formally request this in writing to Castle Point Borough Council who would then prepare the Lease Agreement.

Members considered the proposal and **RESOLVED** to formally request in writing to enter into a Lease Agreement with Castle Point Borough Council relating to Tewkes Creek Wildflower Meadow following the expiration of its existing License Agreement on the 18th September 2016.

E&OS/022/16 – TO CONSIDER AND AGREE COSTS FOR MAINTENANCE OF THE WILDFLOWER MEADOW AT TEWKES CREEK.

Members were provided with costs obtained to maintain the wildflower meadow at Tewkes Creek and were asked to consider and agree the appointment of a contractor to maintain the meadow for 2017. Members considered the costs provided and **RESOLVED** to appoint Fenn Contracts to carry out one cut in late August, turn the soil, bail and remove the arising from site at a total cost of £200.00 exc VAT.

Cllr J. Anderson requested clarification on whether the cuttings are taken straight from site or whether these are left to dry out and release any seeds into the soil before they are bailed and removed from site.

The Community Warden advised that she would contact the contractor for further clarification and would report back to the Committee at its next meeting.

E&OS/023/16 – TO NOTE THE PROGRESS OF THE SEA WALL MURAL

Members were provided with a report completed by the Town Clerk detailing the progress of the sea wall mural.

The Town Clerk advised members that the crest was almost completed and that the writing was in progress. She asked members to confirm the preferred writing style ahead of its completion on Thursday. Members considered the styles provided and **RECOMMENDED** that the writing be in one font and that each letter is painted using a wide brush stroke.

E&OS/024/16 – TO CONSIDER AND AGREE COSTS TO CARRY OUT REPAIRS TO THE STEPS LEADING ONTO CONCORD BEACH

Members were provided with costs obtained to carry out repairs to the steps leading onto Concord Beach. Members considered the costs provided and **RESOLVED** to appoint CB Landscapes to carry out the repairs at a total cost of £330.00 exc VAT.

Cllr A. Acott enquired whether the contractor would be able to re-paint the front edges of both sets of steps leading onto Concord Beach with a luminous paint as previously done to highlight the step edges to reduce the risk of trips and falls as these have now faded. Members discussed the request and **RESOLVED** to devolve the power to the Clerk to instruct CB Landscapes to paint the front edges of both sets of steps leading onto Concord Beach with a luminous paint within a budget cost £100.00 exc VAT in addition to the costs agreed for the repairs to the steps.

E&OS/025/16 – TO NOTE THE PROGRESS OF THE RESTORATION OF EXISTING AND INSTALLATION OF NEW WELCOME SIGNAGE AT THE ENTRANCES OF BUMBLEBEE PARK AND LABWORTH MEMORIAL GARDENS

Members were provided with a report completed by the Town Clerk detailing the progress of the restoration of existing and installation of new welcome signage at the entrances of Bumblebee Park and Labworth Memorial Gardens.

The Town Clerk advised that she was to meet the contractor at the seafront gardens on Wednesday morning to discuss installation commencement dates and requirements.

E&OS/026/16 – TO CONSIDER AND AGREE TO THE INSTALLATION OF CCTV CAMERAS IN BUMBLEBEE PARK AND LABWORTH MEMORIAL GARDENS.

Members were provided with costs obtained to install CCTV cameras in the Bumblebee Park and Labworth Memorial Gardens following spates of vandalism in these gardens.

The Community Warden advised members that investigations had been carried out and that the power would be provided from the existing electricity supply box. The Community Warden advised that the recommendation is to install a 4 channel HD 1080P CCTV system using the existing cabling with recorder with 4TB storage for a minimum of 60 days recording to be installed in external lockup. The cameras would be day/night vandal proof dome cameras and a 4G router would be installed for remote viewing purposes.

The Community Warden recommended that in addition to the two dome cameras that would cover the Bumblebee Park, that the Town Council consider installing an extra pole mounted HD 1080P PTX camera with 30 x optical zoom which has integral IR and smart tracking to enable the camera to detect any progressively moving objects within the Labworth Memorial Park.

The Town Clerk advised members that the budget for the Seafront Gardens would not cover the cost to install all of the CCTV cameras, however, the Committee could make a recommendation to Full Council to make a budget virement transfer for the cost of commissioning and installing the CCTV system from the Street Furniture Budget into the Seafront Gardens Budget.

Members discussed the budget virement transfer recommendation and **RESOLVED** to make the recommendation to Full Council to make a budget virement transfer for the cost of commissioning and installing the CCTV system from the Street Furniture Budget into the Seafront Gardens Budget.

Members were asked to consider the costs provided to install and commission a 4 channel HD 1080P CCTV system using the existing cabling with recorder with 4TB storage for a minimum of 60 days recording to be installed in Bumblebee Park and **RESOLVED** to appoint All Security Solutions Limited at a total cost of £1,420.00 excluding VAT on the condition that Full Council agree the recommendation to make a budget virement transfer from the Street Furniture Budget into the Seafront Gardens Budget.

Members were asked to consider the costs provided to install an extra pole mounted HD 1080P PTX camera with 30 x optical zoom which has integral IR and smart tracking to enable the camera to detect any progressively moving objects within the Labworth Memorial Park and **RESOLVED** to appoint All Security Solutions Limited at a total cost of £995.00 excluding VAT on the condition that Full Council agree the recommendation to make a budget virement transfer from the Street Furniture Budget into the Seafront Gardens Budget.

E&OS/027/16 – TO CONSIDER AND AGREE A REQUEST TO PLANT A WILD FLOWERING CHERRY MEMORIAL TREE IN THE LABWORTH MEMORIAL GARDENS.

Members were provided with a report detailing a request received to plant a flowering cherry blossom tree in memorial in the Labworth Memorial Gardens as is offered in the Town Council's Memorial Trees, Benches and Plaque Policy created in 2013.

In accordance with 4.2.4 of the Policy, the tree would be paid for by the applicant together with a 10% donation to cover the cost of labour, transport and ongoing maintenance.

The Town Clerk advised members that as a previous request made to the committee in 2014, resulted in members objecting to the request due to spates of vandalism in the garden, and as there had been more than 2 years passed since this resolution was made that this new request be considered by the committee.

Members considered the request and **RESOLVED** to agree to the request to plant a Wild Flowering Cherry memorial tree in the Labworth Memorial Gardens in accordance with 4.2.4 and 4.2.5 of the Town Council's Memorial Trees, Benches and Plaque Policy

E&OS/028/16 – TO RECEIVE A REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND TOWN COUNCILS OPEN SPACES

The Community Warden provided members with a verbal report on matters relating to the Town Councils Open Spaces together with a written report on defect and risk evaluations carried out during routine inspections of the Town Councils Open Spaces.

The Community Warden advised members that there had been spates of vandalism in both the Bumblebee Park and Labworth Memorial Gardens resulting in litter receptacles being burned, fencing and pergola structures being damaged and also the removal of and damage to vegetation in these gardens. The Community Warden advised members that for reasons of health and safety the Town Council's ground maintenance team were asked to immediately carry out remedial works to make safe or prevent or prohibit public access to any damage or defect discovered which could cause damage to any person or property, and asked to them remove any debris or other deleterious material from site leaving the site in a safe condition.

The Community Warden provided photographs of the damage caused in the gardens and remedial works carried out for members to view.

The Community Warden advised members that following a recent defect inspection at the Concord Beach Tidal Pool it had been identified that there were a number of defective joints in the pathway leading around the tidal pool and that costs for these would need to be considered for their replacement by the Town Councils preferred contractor at the next available meeting.

The Community Warden advised members that she had visited the lake on a number of occasions recently in response to reports of injured or ailing wildfowl and has engaged with both the

Environment Agency and also independent microbiologists to carry out water testing due to the frequency of reports being received and she is currently awaiting the results. She added that she has increased the number of patrols that are carried out at the Canvey Lake to twice daily and advised that she is working closely with the Fisheries Officer at the Environment Agency to carry out targeted patrols including night time and weekend patrols in an attempt to alleviate the issues that the Council are currently experiencing. The Community Warden explained that the patrols aim to ensure that the fishermen using the lake are doing so legally by checking for valid rod licences and also that they are complying with the rules appended to the Town Councils Byelaws.

Members noted the report.

Cllr M Tucker asked if the Council consider applying vinyl transfers on the litter receptacles that have recently been installed along the lake with the Town Councils crest on them to ensure high visibility that the lake is under the responsibility of the Town Council.

The Town Clerk advised that she would put this request before the Common Liaison Committee for consideration at its next available meeting.

E&OS/029/16 – TO NOTE THE FOUR YEAR PLAN AND PROJECTS IN PROGRESS

Members noted the Four Year Plan.

Cllr J Anderson asked the Town Clerk whether a proposed Canvey In Bloom event would fall under the Community Relations Committee. The Town Clerk confirmed as this would be a new event that this would require a budget allocation and that this would fall under the Community Relations Committee for consideration.

E&OS/030/16 – ACCOUNTS FOR PAYMENT:

Accounts **APPROVED** and cheques 202666 to 2026680 inclusive were signed.

Date: 12/09/2016		Canvey Island Current Year		Page 1	
Time: 16:46		Current Bank Account			
List of Payments made between 12/09/2016 and 12/09/2016					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/09/2016	DOTS	202666	94.50		Copier Charges
12/09/2016	Stanley Marsh & Co	202667	2,500.00		Rent - No 11 Sept/Dec
12/09/2016	D Trower	202668	20.00		Window Cleaner
12/09/2016	EON	202669	56.12		Electric Bill - No 13
12/09/2016	DC PAT TESTING	202670	80.00		Pat Testing
12/09/2016	Primrose Cleaning Contractors	202671	111.00		Office Cleaning - Aug
12/09/2016	J & M Payroll Services Limited	202672	36.00		Payroll - Aug
12/09/2016	G & K Groundworks Ltd	202673	110.00		Unit Rental - Sept
12/09/2016	L Windley	202674	98.10		LW - Mileage - Jun/Aug
12/09/2016	Office Needs	202675	91.20		Stationery
12/09/2016	Aspect Maintenance Ltd	202676	4,503.00		Open Spaces Maintenance
12/09/2016	Petty Cash	202677	162.64		Petty Cash Top Up
12/09/2016	Jamie-Leigh Harrington	202678	70.00		Photography
12/09/2016	Essex County Council	202679	166.56		Legal Fee's
12/09/2016	EALC	202680	460.00		VAT/Employment Overview Course
Total Payments			8,559.12		

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because*

publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

E&OS/030/16 – TO CONSIDER AND AGREE THE LEASE RELATING TO BUMBLEBEE PARK AND SEAFRONT MEMORIAL GARDENS BETWEEN CASTLE POINT BOROUGH COUNCIL AND CANVEY ISLAND TOWN COUNCIL

Members were asked to consider and agree the Lease document relating to Bumblebee Park and Labworth Memorial Gardens between Castle Point Borough Council and Canvey Island Town Council and **RESOLVED** to authorise the execution of the Lease on behalf of the Council subject to standing order 15(b) (xii) and (xvii) and 22(a).

E&OS/031/16 – TO CONSIDER AND AGREE TENDER DOCUMENTS

Members were provided with costs obtained to carry out structural works in accordance with the works specification provided at the Bumblebee Park and Labworth Memorial Gardens.

Members considered the costs provided and **RESOLVED** to appoint B & M Carpenters to carry out the works at a total cost of £10,900.00 exc VAT to be taken from the Town Councils ear marked reserves for this project.

Members were provided with costs obtained to carry out landscaping works in accordance with the works specification provided at the Labworth Memorial Gardens.

Members considered the costs provided and **RESOLVED** to appoint CB Landscapes to carry out the works at a total cost of £2,415.00 exc VAT to be taken from the Town Councils ear marked reserves for this project.

THE MEETING CLOSED AT 9.55PM.

CHAIRMAN
31th October 2016