

**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 31ST OCTOBER 2016 AT 7.30 PM**

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

ALSO PRESENT: Mrs E Hunt – Town Clerk.
Mrs E De Can – Responsible Financial Officer
5 members of the public.

E&OS/032/16 - APOLOGIES FOR ABSENCE.

Cllr M. Tucker was not present, reason unknown.

E&OS/033/16 – TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

E&OS/034/16 – 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.

No members wished to speak.

E&OS/035/16 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 12TH SEPTEMBER 2016.

The minutes of the committee meeting held on the 12th September 2016 were **CONFIRMED** and signed as a true record.

E&OS/036/16 – 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 D. Anderson commented that under item number Seafront Gardens, Labworth Memorial Gardens and Bumblebee Park it states that it was agreed that Councillors J Anderson and Letchford would come to the next meeting with proposals for the route and construction for a rigid path between Labworth Gardens and Bumblebee Park. The Town Clerk advised that this wording had been added as an action following the meeting of the Environment and Open Spaces Committee on 7th July 2014 explaining that this was why it was included on this document. As the action is no longer relevant the Town Clerk agreed to remove this action from the progress report.

Members noted the progress of the ongoing projects not on the agenda.

E&OS/037/16 – TO CONSIDER AND AGREE THE DRAFT LEASE AGREEMENT RELATING TO THE WILDFLOWER MEADOW AT TEWKES CREEK

The Town Clerk advised members that following the meeting of the Environment and Open Spaces Committee on 12th September 2016 where member resolved to formally request in writing to enter into a Lease Agreement with Castle Point Borough Council following the expiration of its existing License Agreement on the 18th September 2018, that the Council are now in receipt of a draft Lease Agreement for consideration.

Members were provided with a report completed by the Town Clerk detailing minor text amendments to be made to the draft Lease Agreement for consideration.

Members reviewed the draft Lease Agreement and considered the Town Clerks report and recommendation made and **RESOLVED** to agree to the terms of the draft Lease with the amendments detailed in the Clerks Report and to authorise the execution of the amended Lease on behalf of the Council subject to standing order 15(b) (xii) and (xvii) and 22(a).

E&OS/038/16 – TO CONSIDER AND AGREE AN AMENDMENT TO THE PLANTING AGREED FOR THE LABWORTH MEMORIAL GARDENS

At the meeting of the Environment and Open Spaces Committee on 12th September 2016, members **RESOLVED** to plant Viburnum Tinus in the Labworth Memorial Gardens. Following a site visit with the contractor Viburnum Beetle was discovered to be present at the gardens which had significantly damaged existing planting and would also affect any new Viburnum planting.

Members were provided with a report completed by the Town Clerk detailing the Contractor's recommendations for alternative planting options within the agreed budget. Members considered the planting options and **RESOLVED** to amend the planting contract to plant Elaeagnus hedge planting at the site as opposed to Viburnum Tinus.

E&OS/039/16 – TO CONSIDER AND AGREE A REQUEST TO PLANT A MEMORIAL TREE IN THE LABWORTH MEMORIAL GARDENS

Members were provided with a report detailing a request received to plant a 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.

Members considered the request and **RESOLVED** to agree to the request to plant a 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/040/16 – TO REVIEW AND CONSIDER THE BUDGET AND FOUR YEAR PLAN FOR 2017/18

Members received a report completed by the Town Clerk detailing the expected expenditure for the year ending 31st March 2016 and the proposal for 2017/18 following discussions with the chairman of the committee and **RESOLVED** unanimously to agree the proposed budget and to submit the following changes from the previous year to Full Council:

Environment and Open Spaces

- Policy & Project Development – Budget Heading removed £0 budget reduction of £2,300.
- Bumblebee Park – to remain at £0
- Skatepark/Bungalow –to remain at £1,000 to cover the cost of the 1 more year left of utility payments for the Teen Cafe of £923.21.
- Wildlife Event – to remain at £6,000.
- Seafront Gardens and Bumble Bee Park – to remain at £15,000.
- Tidal Pool / Beach - £8,000; reduction of £2,000
- New budget heading – Tidal Pool Joints - £8,400 – cost for 2017 based on approximately £200.00 per joint (42 in total) ongoing maintenance.
- Joint Partnership Working - £700 – moved from Tewkes Creek Maintenance budget heading for joint projects i.e. Tewkes Creek Picnic Area.
- Wildflower Meadow –£500 – reduction of £300 – To cover cost of an annual maintenance cut.
- Tewkes Creek Maintenance – £700 – moved into Joint Partnership working and further reduced by £1,300.00 - £0 budget
- Allotment Costs – remain at £3,500
- Hanging Baskets / Planter Maintenance – remain at £10,000
- Street Furniture – remain at £5,000
- CIWCGT Partnership - 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.

Canvey Lake

- General Maintenance – to remain at £25,000 which includes reed & general maintenance
- Enhancements – to remain at £20,000

- Lake Litter / Grass Maintenance – to remain at £18,000
- General Expenses - to remain at £0

Earmarked Reserves

Allotments – £5,000 - for costs of new allotments

Canvey Lake - £0

Seafront Gardens – increase to £20,000 carried forward budget from 2015/16

Play Area – £10,000 - for potential play area at Canvey Lake.

Garden Benches/Fencing - £0

Members reviewed the Four Year Plan and **RESOLVED** the following projects for 2017 - 2020

Wildlife and environment event to promote the local environment - ongoing

Seafront Garden – pathway leading around the field to the Bumblebee Garden

Potential play area at Canvey Lake

Reviewing potential allotment sites – ongoing

Allotments – Review replacement of fencing along Winter Gardens Path

National Pet Month – promote dog fouling and environmental issues - ongoing

Volunteer Week – organise programmes of litter picking etc. - ongoing

Crucial Crew – educate year 11 on environmental issues –ongoing

E&OS/041/16 – 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/042/16 – TO NOTE ACCOUNTS FOR PAYMENT OF COUNCIL MEETING ON 17TH OCTOBER 2017:

Members noted accounts **APPROVED** for signature for cheques 202691 to 202710 inclusive.

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
17/10/2016	E Hunt	202691	171.45		EH - Mileage Aug/Sept
17/10/2016	L Windley	202692	115.43		LW - Mileage Sep/Oct
17/10/2016	A Ruskin	202693	137.33		AR - Mileage Sep/Oct
17/10/2016	E De Can	202694	32.30		EDC - Mileage Oct
17/10/2016	Design4Print	202695	55.00		Community Engagement Leaflet
17/10/2016	Aspect Maintenance Ltd	202696	4,503.00		Maintenance Costs - Sep
17/10/2016	WMS Farm Services	202697	171.00		Deceased Animal Removal
17/10/2016	Essex Cares Ltd	202698	12.50		Car park clearance - Oct
17/10/2016	CPBC	202699	138.00		Hall Hire - ATM
17/10/2016	Land & Water Services	202700	1,427.14		Year 2 Pennywort
17/10/2016	Primrose Cleaning	202701	74.00		Office Cleaning - Sep
17/10/2016	Office Needs	202702	55.00		Stamps
*7/10/2016	DOTS	202703	227.10		Copier Charges
17/10/2016	PKF Littlejohn Ltd	202704	720.00		Audit
17/10/2016	Fen Contracts	202705	240.00		Grass cutting/bailing
17/10/2016	J & M Payroll Services Limited	202706	36.00		Payroll - Sep
17/10/2016	M Tucker	202707	64.10		Mileage/Expenses
17/10/2016	ALS Environmental Ltd	202708	114.00		Mirco Screening
17/10/2016	EALC	202709	50.00		LW Social Media Course
17/10/2016	Petty Cash	202710	163.52		Petty Cash Top Up
Total Payments			8,506.87		

E&OS/043/16 – ACCOUNTS FOR PAYMENT:Accounts **APPROVED** and cheques 202711 to 202722 inclusive were signed.

Date: 31/10/2016

Canvey Island Current Year

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Time: 15:25

Current Bank Account

List of Payments made between 31/10/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2016	W Martin & Sons	202711	685.50		Animal Waste Removal
31/10/2016	Design4Print	202712	30.00		Xmas Posters
31/10/2016	Office Needs	202713	22.68		Copier paper
31/10/2016	4Imprint Direct	202714	1,038.60		Balloons/Umbrella's
31/10/2016	DOTS	202715	153.11		Copier Charges - Oct
31/10/2016	G & K Groundworks Ltd	202716	110.00		Unit Rental - Nov
31/10/2016	Leigh Times Series Limited	202717	960.00		Newsletter wrap - Oct
31/10/2016	D Trower	202718	20.00		Window Cleaner
31/10/2016	C Black	202719	420.00		Step repairs
31/10/2016	Canvey & Hadleigh District New	202720	55.00		Quarter page advert
31/10/2016	Aspect Maintenance Ltd	202721	4,503.00		Maintenance - Oct
31/10/2016	J & M Payroll Services Limited	202722	36.00		Payroll - Oct
Total Payments			8,033.89		

THE MEETING CLOSED AT 8.35PM.

CHAIRMAN

27th March 2017