

**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 25th SEPTEMBER 2017 AT 7.30 PM**

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

Non Committee Members: Cllr J Anderson, Cllr D. Blackwell, Cllr P. Greig and Cllr P. May

ALSO PRESENT: Mrs E. De Can – Town Clerk
Mr N. Milner – Deputy Clerk
Mrs A. Ruskin – Community Warden
5 members of the public.

E&OS/015/17 - APOLOGIES FOR ABSENCE.

Cllr J. Blissett.

E&OS/016/17 – TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.

No declarations of interest were received.

E&OS/017/17 - 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.

Two trustees of the Horticultural Society Charity wished to speak regarding item 7 on the agenda. Concerns were raised in relation to the loss of revenue to the charity should the administration and collection of rents be taken away from the Society. Both trustee's acknowledged there had been issues at the Winter Gardens site and commended the Community Wardens hard work to resolve these issues. Concerns were raised regarding the accessibility for rent collection as currently the Smallgains hut is open on a Saturday and Sunday for rent collection and would this be restricted to the Councils opening hours. It was suggested that a consultation be made with the trustee's to review the recommendation made in item 7 of the agenda.

E&OS/018/17 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 26th JUNE 2017.

The minutes of the committee meeting held on the 26th June 2017 were **CONFIRMED** and signed as a true record.

E&OS/019/17 – TO NOTE THE MINUTES AND RESOLUTIONS FROM THE COMMON LIAISON COMMITTEE MEETING HELD ON THE 20TH SEPTEMBER 2017

Members **NOTED** the minutes of the committee meeting held on the 20th September 2017.

E&OS/020/17 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA

The Community Warden confirmed that the Wildflower Meadow had now been cut and bailed with confirmation that wildflower has been found.

E&OS/021/17 – TO CONSIDER AND AGREE CHANGES TO THE ADMINISTRATION OF THE ALLOTMENTS

Members noted the report detailing the issues regarding the allotment sites and the recommendation by officers. The Clerk confirmed that the Horticultural Society had been consulted on the suggested recommendations and that should the Council agree to the change in administration the office will be open on a chosen Saturday to receive rents. Following a discussion of members and not committee members the committee **RESOLVED** to appoint a working group consisting of officers, Cllr Blackwell, Cllr J. Anderson, Cllr B. Campagna and Cllr P. Greig to meet with the Horticultural Society trustees to discuss the allotment administration and management.

E&OS/022/17 – TO CONSIDER AND AGREE QUOTES FOR THE REPLACEMENT TREE'S AT TEWKES CREEK AND THE CONTRACTORS FOR A 3 YEAR AFTERCARE CONTRACT

Members discussed the loss of the trees at Tewkes Creek by the picnic area and noted the report provided by the Clerk with recommendations made by the Woodlands Trust and the contractors quoting for the works. The Clerk confirmed that CPBC have given permission to re-plant the trees.

Cllr Blackwell raised concerns that the recommended water provision was not adequate and that consideration should be made to plant trees of 3 to 4 years old instead of 4 to 5 years old.

Cllr B. Campagna declared a non-pecuniary interest at this point as he realised that he knew one of the contractors quoting for the work and confirmed that he would not be voting on this item.

Members **RESOLVED** to plant 5 trees consisting of a combination of Alnus Glutinosa and Sorbus Aucuparia of at least 3 to 4 years old to be planted in November/December. Members discussed the quotes and recommendations provided and **RESOLVED** to appoint CB Landscapes to install and provide a 3 year aftercare program as detailed in the specification. Due to the change in the committees previous request of the age of the tree and the subsequent quotes, members **RESOLVED** to devolve the power to the Clerk to obtain new quotes and progress the project in line with the agreed species of trees within the costs provided by CB Landscapes of 1,095.00 for year 1 and £125.00 per annum for year 2 and 3.

E&OS/023/17 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FOR THE REPLACEMENT OF THE TIDAL POOL JOINTS

Members noted the issues raised with the existing product used on the tidal pool joints and the report providing details of the investigations into contractors with proficient marine/foreshore experience and their recommendations including the technical data for the recommended products. Members noted that the recommended new products would not be guaranteed by the contractors due to the environment of the tidal pool and that the joints are submerged under salt water.

Members reviewed the quotes provided to replace 8 current tidal pool joints and following discussions unanimously **RESOLVED** to appoint Breheny Civil Engineering to replace 4 dilapidated joints with Fosroc Renderoc Plug 20 at a cost of £1,560.71.

E&OS/024/17 – TO REVIEW AND CONSIDER THE BUDGET AND FOUR YEAR PLAN FOR 2018/19

Members reviewed the report provided by the Clerk detailing the expected expenditure for the year ending 31st March 2018 and the budget proposal for 2018/19 following discussions with the chairman of the committee and **RESOLVED** unanimously to submit the following budget to Full Council:

Income:

- Allotment Income – to remain at £4,030 – 112 half plots @ £32.50 and 6 full plots @ £65
- Planter and Hanging Basket Income - reduction to £0 as income from Knightswick Centre match funding is not guaranteed.

Expenditure

- Staff Administration – £36,014; reduction of £920 - Full Time Equivalent of 4 staff inc of additional funds to cover potential increases in salary and pension costs.
- Skatepark/Bungalow – expenditure has now ceased for the Teen Café utilities costs.
- Wildlife Event – to remain at £6,000.
- Seafront Gardens and Bumble Bee Park – to remain at £15,000.
- Tidal Pool / Beach – to remain at £8,000
- Tidal Pool Joints – to remain at £8,400 - review of cost of joints underway.
- Joint Partnership Working – to remain at £700.
- Wildflower Meadow – £3,000 – budget to be increased by £2,500 to be taken from General Reserves to cover the review of maintenance due to non-growth of seeds.

- Tewkes Creek Maintenance – budget increase to £500 for the maintenance of the replacement tree's planted in 2017/18
- Allotment Costs – remain at £3,500
- Hanging Baskets / Planter Maintenance – remain at £10,000
- Street Furniture – remain at £5,000
- 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.

Proposed Open Spaces Budget for 2018/19 **£92,584.00**

Increase **£1,880.00**

Canvey Lake Expenditure

- Staff Administration – £36,014; reduction of £920 - Full Time Equivalent of 4 staff inc of additional funds to cover potential increases in salary and pension costs.
- Lake General Maintenance – to remain at £25,000 which includes reed, tree audit & general maintenance
- Lake Enhancements – to reduce to £15,000 for the provision of the play park maintenance
- Lake Litter / Grass Maintenance – to remain at £18,000 – contract due to expire in June 2018 unknown costs
- New Budget Heading – Play Area – budget to be taken from the Lake Enhancements of £5,000 for unknown costs and potential vandalism in the 1st year.

Proposed Canvey Lake Budget for 2018/19 **£99,014.00**

Reduction **£920.00**

Earmarked Reserves

- Allotments – to remove the EMR for the new allotments and move to the new heading for the Band Stand
- Seafront Gardens – to remain at £20,000 carried forward budget from 2017/18.
- Play Area – to be removed as project complete.
- New EMR Budget Band Stand- £5,000 for the potential project of taking over the band stand – budget taken from the allotments

Members reviewed the four year plan and proposed projects for 2018 - 2021:

- Wildlife and environment event to promote the local environment - ongoing
- Seafront Garden – pathway leading around the field to the Bumblebee Garden – to be actioned
- Reviewing potential allotment sites – ongoing
- Investigate the potential of taking over the band stand – to be actioned
- 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/025/17 – TO CONSIDER A REQUEST FROM A RESIDENT TO INSTALL A PLAQUE COMMEMORATING THE HISTORY OF THE LABWORTH

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 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 **RESOLVED** for the Clerk to investigate costs for the installation of a blue plaque.

E&OS/026/17 – TO CONSIDER AND AGREE TO BECOMING A CHARTER BRANCH FOR THE WOODLANDS TRUST TREE CHARTER LEGACY

Members noted the report provided by the Clerk confirming that the Tree Charter Legacy is led by the Woodland Trust with more than 70 organisations from across multiple sectors working together to build a future in which trees and people stand stronger together. The guidelines and principles it contains will be applicable to policy, business practice and individual actions. The Tree Charter will remind residents and others of their responsibilities to ensure that trees are protected and recognised in the future. By supporting the introduction of the Tree Charter, the Town Council will have the opportunity to plant a Tree Charter Legacy Tree and ensure that the benefits brought by trees can be enjoyed by all residents both now and in the future. Residents can support the campaign by signing the Tree Charter on-line or by signing a book which can be located in the reception area of the Town Council Offices. For every signature that is collected a tree will be planted by the Woodland Trust, however, the Council cannot dictate where the tree will be planted. Members **RESOLVED** to sign up to the Woodlands Trust Tree Charter Legacy and become a Charter Branch.

E&OS/027/17 – TO CONSIDER AND AGREE A RESPONSE TO THE ESSEX HIGHWAYS SERVICE DELIVERY SURVEY

Members considered the questions raised in the survey and **RESOLVED** that the Clerk submit a response on behalf of the Council.

E&OS/028/17 – TO RECEIVE AN UPDATE FROM THE COMMUNITY WARDEN RELATING TO ALL OPEN SPACES.

No further report was provided.

E&OS/029/17 – 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/030/17 – ACCOUNTS FOR PAYMENT

Members **APPROVED** accounts for signature for cheques 202951 to 202960 inclusive.

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/09/2017	D Trower	202951	20.00		Office Window Cleaning
25/09/2017	J & M Payroll Services Limited	202952	36.00		August 17 Payroll Processing
25/09/2017	Mastic Pointing Ltd	202953	234.00		Tidal Pool Joint - Number 33
25/09/2017	N Milner	202954	64.60		Travel Expenses
25/09/2017	Primrose Cleaning Contractors	202955	74.00		Office Cleaning - August 2017
25/09/2017	The Sutherland Pipes & Drums	202956	50.00		Armed Forces Day - June 2017
25/09/2017	Office Needs	202957	25.20		Photocopy Paper - Office
25/09/2017	Stanley Marsh & Co Limited	202958	2,500.00		Rent 11 High St 09/17 to 12/17
25/09/2017	Age Concern Canvey Island	202959	1,375.00		Catering AFD - June 2017
25/09/2017	BSW Marquees Ltd	202960	2,800.80		AFD & Wildlife Day
Total Payments			7,179.60		

The meeting closed at 8.45 PM.

CHAIRMAN

18th December 2017