

FULL COUNCIL – PROGRESS REPORT

Appendix A

Item	Action Agreed at Committee	Action Taken	Responsibility	Time Schedule
TREE AUDIT	TO CONSIDER AND AGREE THE EXTENSION OF THE EXISTING TREE AUDIT CONTRACT FOR A FURTHER 5 YEARS AT AN ADDITIONAL COST OF £40.00 PER ANNUM AND THE PURCHASE AND INSTALLATION OF NEW TREE TAGS AT A COST OF £350.00. Members considered the extension of the contract with Underhill Tree Consultancy for a further 5 years and the report provided and RESOLVED to approve the extension with Underhill Tree Consultancy at an annual cost of £755.00 and to approve the purchase and installation of new tree tags at a cost of £350.00.	Letter sent to amend contract and booked for July 2023 – 27.06.23	EDC/AW	Completed
CAR PARKING SPACES	TO CONSIDER AND AGREE THE PRICE INCREASE OF THE LEASED CAR PARKING SPACES AT THE REAR OF THE COUNCIL OFFICE. Members reviewed the price increase for the parking spaces at the rear of the council office and the report provided and RESOLVED to not accept the price increase and give notice on the lease for the parking spaces.	Letter sent 28 th June.	EDC	In Progress
HERITAGE ASSETS	TO CONSIDER AND AGREE NOMINATIONS FOR THE REVIEW OF THE LOCAL LIST OF HERITAGE ASSETS CURRENTLY SET OUT IN THE 1998 LOCAL PLAN. Members reviewed the existing list of Heritage Assets and RESOLVED to nominate the Lobster Smack Pub, King Canute, Gunny Site, Canvey Road Dutch Cottage, Cottage in Beveland Road, Police Station, Labworth Café and the old Degaussing Station which is now the War Museum.		EDC	In Progress

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CANVEY LAKE	TO NOTE THE REPORT FROM THAMES 21, THE INVESTIGATIONS MADE REGARDING THE RECOMMENDATIONS AND TO CONSIDER AND AGREE HOW THE COUNCIL WISH TO PROCEED. Members considered the reports provided and RESOLVED unanimously to defer any action until after the May elections when a working party will be set up with environmental organisations such as the Essex Wildlife Trust, Environment Agency and Buglife to draw on their expertise and review all options available.	MAG took place 19.06.23 – plan to be agreed at council meeting on 26.06.23. Members noted that a multi-Agency meeting took place on the 19th June 2023 with the following recommendations to be considered: • Using the Essex Wildlife Trust to consult on options for works to return the site to a nature reserve. • Obtain costs for the installation of a permanent aeration system or fountains. • Pursue options for information boards to explain the lakes function with regards to the drainage system. Members noted the recommended phased response for the lake which is: • Phase 1 – Removal of Fish – completed and will continue for the next 2 years. • Phase 2 – Water Quality – investigate aeration options and review grass cutting changes. • Phase 3 – Nature Reserve Members RESOLVED to follow the multi-agency recommendations along with the agreed phased response.	EDC	In Progress
OFFICE	TO REVIEW THE COUNCILS, CALL OUT PROCEDURE. Members reviewed the councils current call out procedure and RESOLVED unanimously that there were no changes required. Members RESOLVED unanimously that as there were no contracted staff to work weekends costs should be investigated from organisations to cover any issues that cannot be dealt with during working hours and relevant numbers are to be provided to the designated councillors for action as weekends.	Call out costs being investigated.	EDC	In Progress

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GUNNY SITE	TO CONSIDER THE PROPOSED BUSINESS PLAN FOR THE GUNNY PROJECT AND AGREE THE TRANSFER OF THE LAND TO THE TOWN COUNCIL Members consider the business plan submitted and RESOLVED to approve the land transfer subject to negotiated leases and accept option 2 of the plan to become a Local Trusted Organisation for the project and to lease the whole site to a charity. Members agreed that draft leases would be sent to all members for comments prior to final approval at a council meeting. 17.10.22 - Members RESOLVED unanimously to approve the draft Memorandum of Understanding subject to changes made in line with the proposed report. Members RESOLVED that should these amendments be made as per the proposal and report the Town Clerk is given delegated powers to sign off the Memorandum of Understanding and approve the land transfer without further consultation with the Council.	Email sent to Big Local 18.01.22 19.01.22 - Email to Jason Bishop to enquire about leases and costs – CPBC confirmed will assist with leases at a reduced cost. 02.02.22 – letter sent to T Bragg regarding the land transfer. 28.02.22 – presentation given by Trust Links to council. Cabinet meeting 16.03.22 - transfer agreed. Meeting with CPBC 19.04.22 to discuss Head of Terms and Lease Draft MOU, Lease & transfer documents received 23.05.22. Awaiting MOU from Jan to put to council for approval before transfer progressed (requested up to date budget/income & exp for project for council). Review being undertaken by Big Local to look at costs and what areas can be completed at a later date. New proposals put to council on 17th October with draft MOU. Big Local/Trust Links informed of council decision 18.10.22. 13.12.22 – signed MOU sent to CPBC and confirmed land transfer approval. 28.02.23 – transfer documents signed – paperwork to be submitted to Land Registry 05.04.23. LTO responsibility being transferred to Trust Links – lease to be agreed – email sent to CPBC with draft lease instruction 04.07.23.	EDC	In Progress
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LIST OF COMMUNITY ASSETS	TO CONSIDER AND AGREE COMMUNITY ASSETS TO BE SUBMITTED TO CPBC TO INCLUDE ON THE ASSETS OF COMMUNITY VALUE LIST Members reviewed the report provided and RESOLVED unanimously that all members would review their areas and inform the Town Clerk of any assets that could be investigated to be included on the list and that this should be an ongoing project for all members. Members AGREED that the Police Station, Old Council Offices, Transport Museum, Rio Bingo Hall, and the ATC Building should all be investigated to be included on the list.		LG	To be done