



## TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend a **MEETING of CANVEY ISLAND TOWN COUNCIL** to be held in the **DELLAWAY ROOM, PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND, SS8 0JA** on **MONDAY 8<sup>TH</sup> DECEMBER 2025** commencing at **7.00pm** for the transaction of business as set out below.

**Any member who is unable to attend the meeting should send their apologies before the meeting.**

Yours faithfully

*Elaine De Can*

Mrs E. De Can  
Town Clerk

3<sup>rd</sup> December 2025

*The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed, or otherwise reported about please make yourself known to the Town Clerk.*

## AGENDA

1. Apologies for absence
2. To receive declarations of interest in items on the agenda
3. Public forum – to receive questions from members of the community of Canvey Island of which notice has been received for a period not exceeding ten minutes.
4. To confirm and sign as a true record the minutes of the Council meeting held on 6<sup>th</sup> October 2025.
5. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 17<sup>th</sup> November 2025 and the recommendation to postpone the budget setting until the 19<sup>th</sup> January 2026.
6. To receive a report from the Town Mayor on activities and events since the last meeting.
7. To note there have been no Officer Decisions under delegated powers since the last meeting.
8. To receive a verbal report on the Clerks progress of ongoing projects and not on the agenda.
9. To review the responses from the Community Consultation and consider which suggestions should be investigated for future budget considerations (Appendix A).
10. To consider and agree a response to the Local Government Reorganisation Consultation.
11. To consider and agree the costs for the bushes to replace the broken fencing in the Labworth Memorial Gardens (Appendix B).



12. To consider and agree changing the office opening hours.
13. To consider and agree appointing a representative to the Neighbourhood Board.
14. To confirm accounts for payment as previously agreed.
15. To note a report from the Community Officer on matters relating to Canvey Island (Appendix C)
16. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix D).
17. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
18. Reports from Essex County Councillor on matters relating to Canvey Island.

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
ON MONDAY 6<sup>TH</sup> OCTOBER 2025 AT 7.00PM**

**PRESENT:**

**Councillors:** Cllr S. Sayes, Cllr D. Anderson, Cllr A. Acott, Cllr S. Sach, Cllr P. May, Cllr S. Brooke, Cllr E. Harvey, Cllr D. Blackwell, Cllr J. Anderson, and Cllr B. Botham

**Also present:** Mrs E. De Can – Town Clerk  
Mrs L. Gould – Deputy Clerk  
Mrs A. Wakenell – Community Officer  
Mrs K. Bali – Community & Events Officer

**CO/075/25 - APOLOGIES FOR ABSENCE**

Written apologies received and reason given by Cllr R. Langley.

**CO/076/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**CO/077/25 - PUBLIC FORUM - TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES**

No questions were received.

**CO/078/25 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETINGS HELD ON THE 1<sup>ST</sup> SEPTEMBER AND 17<sup>TH</sup> SEPTEMBER 2025.**

Members **RESOLVED** that the minutes of the Council meetings held on the 1<sup>st</sup> September and 17<sup>th</sup> September 2025 be confirmed as a true record of the proceedings and signed by the Town Mayor.

**CO/079/25 – TO NOTE THE MINUTES AND RESOLUTIONS OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 23<sup>RD</sup> SEPTEMBER 2025.**

Members noted the minutes and resolutions of the meeting on the 23<sup>rd</sup> September 2025.

**CO/080/25 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.**

The Town Mayor provided details of events and activities attended or invited to such as the Gunny opening, the Castle Point Golf Club Charity Gold Shot, the Castle Point Transport Museum Heritage Event, High Sherrieff's Service at the Chelmsford Cathedral, the Public Basic Life Support Sessions & Celebration Award, Canvey Island First Responders at St Nicholas Church, judging the Halloween Fancy Dress Competition at Morrisons and the Friends of King Georges Variety Show, Yellow Door at the Paddocks.

**CO/081/25 – TO NOTE THERE HAVE BEEN NO OFFICER DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.**

Noted.

**CO/082/25 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the report.

**CO/083/25 – TO NOTE THE REPORT FROM THE ARMED FORCES DAY BRIEFING AND CONSIDER ACTIONS FOR 2026.**

Members reviewed the briefing notes and **RESOLVED** unanimously that the parade and service should remain and that investigation into costs for marching bands should be reviewed, the Entertainers should be contacted for possible sponsorship or providing entertainment, schools should be invited to take part in

the parade, the Mercury Hall should be booked to provide tea/coffee/biscuits and entertainment. The U3A choir should be contacted and further investigations to see how to secure the attendance of the Chelsea Pensioners.

**CO/084/25 – TO NOTE THE COMPLETION OF THE ANNUAL TREE AUDIT AND THE RECOMMENDED WORKS REQUIRED.**

Members reviewed the tree audit and noted the list of all trees that have been removed since 2018 and the full list of trees that need fully removing, deadwood removing or extensive work carried out from the recommendations in the 2025 audit. Members noted that the trees at the Canvey Lake open space have suffered this year with anti-social behavior, 5 of the new trees that were planted by Essex County Council in 2022/23 have died and there are several trees that have been broken in half.

Members **RESOLVED** that the recommended work should be completed, however, as all quotes have not yet been received the approval of the appointed contractor will be delegated to the Town Clerk within the budget limit of emergency powers due to the severity of the work and safety of residents. Cllr Blackwell advised that the recommended removal of dead trees should be conducted in April/May, and members **RESOLVED** to replace one tree in the Wildflower Meadow at a cost of £355.00 which should be planted in January/February.

**CO/085/25 – TO CONSIDER AND AGREE JOINING THE GREAT COLLABORATION FOR COUNCIL AND COMMUNITY CLIMATE ACTION AND FORMULATE A CLIMATE ACTION PLAN.**

Following the Council meeting on the 1<sup>st</sup> September 2025 and the request for more information, the great collaboration is an initiative that has been set up to facilitate 'local actions for a healthy planet'. The initiative sets out to encourage local town and parish councils to make positive impacts at a community-based level, utilising and promoting existing services that may be available. The initiative urges local councils to forge links with existing groups, to aid any projects they may have. It also urges town and parish councils to set up small, achievable projects that can have a wider impact; this can be done by creating a climate action plan which outlines the council's future plans and commitments to small environmentally friendly projects.

Members are reluctant to declare a climate emergency. Although this has been the initial steps many town and parish councils have taken, it is not necessary to do this to formulate a climate action plan and join in the great collaboration. By taking part in the great collaboration and creating a climate action plan the Town Council is not aiming to make large scale policy changes, but small community-based projects that have a positive impact on the environment. Members **RESOLVED** unanimously to take part in the great collaboration and create a climate action plan with future small-scale projects.

**CO/086/25 – TO RECEIVE AN UPDATE ON THE GOLD AWARD APPLICATION.**

Members noted that the application will be considered by the panel at a meeting in November.

**CO/087/25 - TO NOTE THE RESPONSE AND COMPLETION OF THE EXTERNAL AUDIT FOR THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2024 WHICH WAS PUBLISHED ON THE 2<sup>ND</sup> SEPTEMBER 2025 FOR A PERIOD OF 14 DAYS AND CONSIDER ANY ACTION REQUIRED.**

Members noted the completion of the 2023/24 audit and its publication. As a review of its procurement process has taken place and a new policy approved members **RESOLVED** unanimously that there was no further action required.

**CO/088/25 - TO NOTE THE INTERIM REPORT FROM THE EXTERNAL AUDITOR FOR THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2025 WHICH WAS PUBLISHED ON THE 29<sup>TH</sup> SEPTEMBER 2025 FOR A PERIOD OF 14 DAYS AND CONSIDER ANY ACTION REQUIRED.**

Members noted that PKF Littlejohn Ltd has not completed the 2024/25 audit within the required statutory timeframe and have submitted an interim report which has been published. No further action is required until further information is provided.

**CO/089/25 - TO CONSIDER AND AGREE QUOTES RECEIVED TO PURCHASE NEW COMPUTER EQUIPMENT TO SUPPORT THE MICROSOFT WINDOWS 11 UPGRADE.**

Members noted that the Council's current computer equipment is not compatible with Windows 11 and as of the end of October, its' current operating system will not be supported by Microsoft and to ensure that the office equipment is secure and running smoothly it will be necessary to upgrade its equipment.

Members reviewed the quotes received and **RESOLVED** unanimously to the virement of £3,000 from the budget for premises rent to purchase 4 new computers with all associated equipment and appoint Hometech Centre to carry out the work at a cost of £2,439.10.

**CO/090/25 - TO CONSIDER AND AGREE AMENDMENTS TO THE FINANCIAL REGULATIONS FOR THE AUTHORISATION OF DEBIT CARD USAGE IN THE ABSENCE OF THE RESPONSIBLE FINANCIAL OFFICER.**

Members noted that the current Financial Regulations restricts the use of the debit card to the Clerk or Responsible Financial Officer. As the Town Clerk performs both roles' members **RESOLVED** unanimously to amend section 9 of the Financial Regulations to allow the Deputy Clerk to authorise the use of the Debit Card for budgeted items only in the absence of the Clerk/Responsible Financial Officer.

**CO/091/25 - TO CONSIDER AND AGREE APPOINTING A MEMBER TO THE NEIGHBOURHOOD BOARD.**

Members noted that the Town Clerk had been appointed as the representative on the board, however, there is a query regarding the terms of reference which suggests the appointment of a Town Councillor as officers are not permitted to vote. Members requested that this is deferred until the next available meeting to establish confirmation that the Town Clerk would be given voting rights.

**CO/092/25 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

**6<sup>th</sup> October 2025 NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Aspect Maintenance Ltd	BACS882	£7,367.09	Maintenance Sept and Installation and Removal of Aerators.
Office Needs	BACS883	£42.00	Shredding x 10 bags
Top of the Mops	BACS884	£36.00	Office Cleaning – 15/09 & 30/09
Underhill Tree Consultancy	BACS885	£755.00	Tree Audit
St Vincent De paul Society	BACS886	£855.50	Garden Trail Donation
Amazon Business	BACS887	£32.47	Projector
Phuse Media	BACS888	£240.00	Website Hosting/SSL Certificate
CB Landscapes	BACS889	£300.00	Wildflower Meadow – Grass Cutting
K J Gray	BACS890	£1,152.00	Cut & Bail Wildflower Meadow
DC Pat Testing	BACS891	£90.00	Pat Testing
Viking Office UK	BACS892	£30.90	Copier Paper
Local Government East	BACS893	£2,540.45	Consultation Aug & Sept 2.33days
We Print Lanyards	BACS894	£70.04	CITC Lanyards
<b>TOTAL</b>		<b>£13,511.45</b>	

**CO/093/25 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.**

Members noted the report. The Community Officer advised that the aerator in the lake became untethered and has now been removed, and six new single bins have now arrived with a further two doubles bins to follow. Costs for bushes in the Memorial Gardens are being investigated to replace the broken fencing. Cllr Blackwell advised that these bushes should be planted in spring (March) in a deep trench and watered regularly. Costs for the replacement plaques are underway, and funding opportunities will be investigated.

**CO/094/25 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.**

Members noted the reports.

**CO/095/25 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.**

Cllr Blackwell advised that new doors were being installed at the Knightswick Centre, new windows have been installed at the Paddocks and costings for Canvey Lake are in progress.

**CO/096/25 – REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr May advised that the Canvey Island branch of Age Concern has been closed for 6 years, and this will now be closing permanently, and all remaining funds will be distributed to local older persons organisations. Investigation is underway to establish why the slopes along the seafront have not been finished with tarmac following the revetment works.

*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.*

**CO/097/25 - TO CONSIDER AND AGREE PROVIDING A LETTER OF SUPPORT FOR A ROYAL HONOURS AWARD.**

Members noted the request and **RESOLVED** unanimously to provide a letter of support for the application of a Royal Honours Award.

The meeting closed at 8.55pm.

TOWN MAYOR

8<sup>th</sup> December 2025

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE  
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL  
HELD IN THE COUNCIL MEETING ROOM, PADDOCKS COMMUNITY CENTRE, LONG  
ROAD, CANVEY ISLAND ON  
MONDAY 17<sup>TH</sup> NOVEMBER 2025 AT 7.00PM**

**PRESENT:**

Councillors: Cllr A. Acott, Cllr. Cllr D. Anderson, Cllr S. Sach, and Cllr J. Anderson.

Also, present: Mrs E De Can – Town Clerk  
Mrs L Gould – Deputy Clerk

**P&F/010/25 - APOLOGIES FOR ABSENCE**

Verbal apologies received and reason given by Cllr P. May.

**P&F/011/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**P&F/012/25 - PUBLIC FORUM – TO RECEIVE QUESTIONS FROM MEMBERS OF THE  
COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD  
NOT EXCEEDING TEN MINUTES.**

No questions were received.

**P&F/013/25 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE  
COMMITTEE MEETING HELD ON THE 28<sup>TH</sup> JULY 2025.**

The minutes of the committee meeting held on the 28<sup>th</sup> July 2025 were **CONFIRMED** as a true record and signed by the chair.

**P&F/014/25 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE  
ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the Clerks report of completed projects.

**P&F/015/25 – TO CONSIDER THE DRAFT BUDGET AND PRECEPT REQUIREMENTS FOR  
2026/27 AND AGREE RECOMMENDATIONS TO FULL COUNCIL.**

Members received reports detailing the expected and anticipated expenditure for the year ending 31<sup>st</sup> March 2026, a draft budget including explanations for increases or decreases and a financial report providing details of the Councils accounts detailing the use of the budget and earmarked reserves and providing an anticipated figure for the General Reserves at the end of the financial year for 2026/27.

The Town Clerk confirmed that the tax base calculation from Castle Point Borough Council is not yet known and may change the precept value slightly once confirmed.

The Council is still producing a tight budget for the year 2026/27 ensuring it is offering best value to its residents for their precept; however, contingencies have been made to ensure the Council maintains its responsibilities. Should these responsibilities change in 2026/27 the additional budget will be spent on projects or services highlighted in the Councils recent public consultation.

Members discussed the proposed budget and **RECOMMENDED** that a budget of £488,518 is set for 2026/27 raising the precept based on a Band D equivalent to £29.70 which equates to a £4.95 increase in the annual cost to the taxpayer.

As a decision is unlikely to be made by the Borough Council until February 2026 in relation to the Councils request for an early surrender of the Canvey Lake lease, members **RECOMMENDED** that the final budget is reviewed at the meeting on the 19<sup>th</sup> January 2026 to allow the Council to seek further costing information following the work being undertaken by Borough Officers to provide



sufficient information to enable Full Council to consider these recommendations and make an informed decision on its 2026/27 budget. This will also allow the Council an opportunity to sufficiently review the responses to its consultation.

**P&F/016/25 – TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT AND THE RECOMMENDATIONS MADE.**

Members noted the report and the recommendations made as well as the responsibilities of the landlord.

**P&F/017/25 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS COMPLETE AND TO CONSIDER AND AGREE AMENDMENTS TO THE:**

**i) STATEMENT OF INTERNAL CONTROL.**

Members approved and **RECOMMENDED** the amendments to the policy by the Council.

**ii) LIST OF DOCUMENTS FOR RETENTION OR DISPOSAL.**

Members approved and **RECOMMENDED** the amendments to the policy by the Council.

**P&F/018/25 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.**

Members noted the courses booked or attended which are Martyn's Law Webinar at no cost for the Town Clerk and Deputy Clerk, Forecast, Budget & Precept Setting at no cost for the Deputy Clerk, Data Protection Essentials at a cost of £17.00 each for all staff and Standards of Life at a cost of £17.00 for Cllr B. Botham.

**P&F/019/24 – FINANCE**

**i) TO VERIFY THE COUNCIL FINANCES AS OF 30<sup>TH</sup> SEPTEMBER 2025**

Members **NOTED** the Council Finances as of 30<sup>th</sup> September 2025 inclusive of the bank reconciliation, statements and payments issued from 1<sup>st</sup> July 2025 to 30<sup>th</sup> September 2025 and no questions were raised. Members confirmed that Cllr Acott can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

**ii) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.**

**28<sup>th</sup> October 2025 - NO 1 ACCOUNT**

Company	Reference	Amount	Description
Hometeck Centre	BACS896	£2,926.92	New Computer Equipment / Windows 11 installation.
The Bungalow Nursery Limited	BACS897	£234.42	Covid Garden winter plants.
<b>TOTAL</b>		<b>£3,161.34</b>	

**17<sup>th</sup> November 2025 - NO 1 ACCOUNT**

Company	Reference	Amount	Description
MB Fire Risk Limited	BACS898	£230.00	External Fire Risk Assessment
Top of the Mops	BACS899	£54.00	Cleaning 14/10, 28/10 & 11/11.
Amazon Business	BACS900	£201.43	Lumbar Support / Christmas Supplies
RBL Poppy Appeal	BACS901	£25.00	Poppy Wreath
Office Needs Group	BACS902	£52.45	Stationery
Local Government East	BACS903	£10,938.73	Engagement & Community Support/ Travel Expenses
CB Landscapes	BACS904	£2,222.00	Covid Garden / Gunny Grass Cutting / Wildflower Meadow Tree
Aspect Maintenance Ltd	BACS905	£7,679.08	Oct Maintenance / Installation of Bins



David Sales Ltd	BACS906	£255.60	Grotto Gifts
Design 4 Print	BACS907	£288.00	Xmas Banners x 5
<b>TOTAL</b>		<b>£21,946.29</b>	

The meeting closed at 7.55pm

CHAIRMAN

9<sup>th</sup> February 2025

DRAFT

## **Community Consultation Response Analysis**

Following the recently conducted community consultation, members are asked to consider and discuss the highlights that have emerged from the responses.

- 93% of respondents live in Canvey Island
- 99% of respondents said they predominantly spend time on Canvey during the week yet leave at the weekends.

### **Investment Areas**

The following areas were ranked following the question asking, 'what do you think is the most important area for investment?'

1. Community
2. Environment and Nature
3. Open Spaces
4. Events

### **Events**

The overall satisfaction rating for the Town Council's events program was rated at 6 out of 10, however it was noted that a large number of respondents were indifferent towards events as they either were not aware or disinterested.

The prominent theme that emerged from the events questions was that respondents want a revival of previous events such as the carnival, and a lot of respondents asked for events that primarily focused on either youth engagement or activities for the elderly.

In terms of event promotion, it emerged that more posters are thought to be necessary and an events calendar was asked for.

Respondents felt that more arts and culture events should be held and members are asked to consider investigations into a cultural strategy to propose events based around arts, culture and heritage.

### **Bandstand**

Respondents were asked what events they would like to see at the bandstand and the following were stated:

1. Live music and bands
2. Support for local talent such as performing arts
3. Children and family activities such as storytelling or Punch & Judy
4. Other events such as open-air theatre or comedy

Members are asked to consider investigations into other events to be held at the bandstand such as open-air theatre and storytelling and a live music program. Members are asked to note that the seafront already has a diverse entertainment program so any investigations will take the local businesses into consideration.

### **Blue Plaques**

The community was asked who they would like to see honored with a blue plaque. There are strict criteria from English Heritage as to who can be honored with a blue plaque and many of the names given did not fit these criteria. The Town Council's policy on blue plaques aligns with English Heritage and therefore a lot of the suggestions would not be eligible.

Considering this, members are asked to consider if they would like to conduct investigations into a community plaque scheme, which can then be bought back to the Council for discussion.

### **Community Services**

Respondents were asked to suggest community services like the IT support and employability drop-in sessions that the Town Council already facilitate. The following were suggested:

- Financial support – such as help with the cost of living, help with online banking
- Youth engagement and support with employability and career opportunities

### **New projects**

Respondents were asked to suggest new projects for the Town Council to consider the following were the most frequently suggested:

- Improvements to roads and infrastructure predominantly a third road
- Restoration of the Splash Park
- Improvements to youth facilities, such as summer camps or a youth hub.
- Restoration of Canvey Lake
- High street improvements such as pavement restoration

Members are asked to consider that these are large scale projects that the Town Council does not always have the authority or manpower to become involved with, such as a third road. While these projects may be able to be investigated in the future, members are asked to be mindful that these are predominantly large-scale investments which would need to be thoroughly investigated should the council wish to consider them in the future.

### **Support of local charities and organisations**

Respondents were asked for suggestions of local organisation, groups or charities the Town Council could support, the following suggestions were made:

- Youth and Children's services such as Yellow Door
- Elderly and Vulnerable Adult Services such as dementia and Alzheimer's services.
- Emergency Services such as First Responders, Canvey Coast watch, St. John's Ambulance
- Cost of Living and deprivation services such as food banks, homeless support and the school uniform bank.

### **Public Education Programmes**

Respondents were asked what public education programs the Town Council could deliver. Most respondents wanted programs based on environmental education in schools, focusing on littering, wildlife and environmental stewardship.

### **Open Spaces**

When asked about the open spaces the Town Council manages and how they can be improved, many respondents (47.5%) discussed Canvey Lake and the wish for it to be restored to previous ecological conditions. Another priority was maintaining cleanliness and keeping the open spaces of a good standard.

102 respondents mentioned that they thought there should be more litter bins and that they should be emptied more frequently.

### **Canvey Lake**




Respondents were asked to rank the following in order of importance:

- Long term measures
- Short term measures
- Measures to tackle anti-social behaviour.
- Improvements to the surrounding area
- Community education

76% ranked long term measures as being the most important option for improvement of Canvey Lake.

# Quotes for Privet Plants for Memorial Gardens

Please see below 3 quotes for Privet Plants for Memorial Gardens

Company	Specifications	Total Cost (excluding VAT)
	320 bare root green privet plants 80-100cm 4 x 1metre Area needed is 80m  Trench dug / single line Watering between April – October 2026- £30.00 per water (31)	<b>£1780.00</b>  <b>£930.00</b>  <b>TOTAL: £2710.00</b>
	320 bare root green privet plants 60-80cm 4 x 1metre Area needed is 80m  Trench dug / single line Watering between March – October 2026 – £35.00 per water (31)	<b>£1680.00</b>  <b>£1085.00</b>  <b>TOTAL: £2,765.00</b>
	320 bare root green privet plants 60-90cm 4 x 1metre Area needed is 80m  Trench dug / single line Watering between March – October 2026 – Once a week £225.00 each visit (31)	<b>£2,850.00</b>  <b>£6,975.00</b>  <b>TOTAL: £ 9,825.00</b>

**Community Officer**

**Progress Report for All Open Spaces – 08/12/2025**

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**CANVEY LAKE**

- All new bins have been installed – one was damaged and removed by kids but was put back a few days later
- All bridges are painted.
- Tree work completed. Additional tree needed work – costs being obtained.
- Issues with people fishing at the lake must call 101 the home office code 116/11 for reporting 'Theft of Fishing'.
- Anti-social behaviour, call 101 and report to the police.

**PLAYGROUND**

- New plastic put back within the play unit

**BAND STAND**

- Painted 17.11.25

**WILDFLOWER MEADOW**

- No issues

**MEMORIAL GARDENS**

- Locality Fund has been accepted but plaques need to be purchased before the funds can be released.
- Quotes for privet bushes are in and if agreed work will commence in February.

**TIDAL POOL**

- One joint replaced on 19.11.25
- Rocks need to be replaced on the outer corner of the pool

**ALL HEALTH AND SAFETY REPORTS ARE UP TO DATE FOR ALL OUR OPEN SPACES.**

**Community Groups**

- Paths and Roads are still an issue – potholes and broken paths

# Canvey Lake – Risks Reported – 2025

## Appendix D

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>OCTOBER</b>							
2 young boys fishing	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Advised would call police and they went on 27.10.25	
Large branch broken by red bridge	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor removed 29.10.25	
Tree broken – New one	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor removed 29.10.25	
Dumped chair by red bridge	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor removed 29.10.25	
Dumped kids shopping trolley on footpath	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor removed 29.10.25	
<b>NOVEMBER</b>							
11 large gas bottles in dyke	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor removed 03.11.25 10.30am	
Skid marks from motor bikes over all grass areas	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Police are aware	
<b>DECEMBER</b>							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		

Wildflower Meadow – Risks Reported – 2025							Appendix D	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council	
<b>OCTOBER</b>								
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			
<b>NOVEMBER</b>								
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			
<b>DECEMBER</b>								
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			



Allotments – Risks Reported – 2025							Appendix D	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council	
<b>OCTOBER</b>								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			
<b>NOVEMBER</b>								
Waterside - Both dykes are high due to heavy rain fall	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Weather related issue		
<b>DECEMBER</b>								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			

Canvey Play Area – Risks Reported - 2025						Appendix D	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>October</b>							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>November</b>							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>December</b>							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		

# Tidal Pool – Risks Reported – 2025

## Appendix D

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>OCTOBER</b>							
Joint 24 has lifted	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor completed 19.11.25	
<b>NOVEMBER</b>							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>DECEMBER</b>							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		

Gunny – Risks Reported – 2025					Appendix D		
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>OCTOBER</b>							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>NOVEMBER</b>							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>DECEMBER</b>							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		

Memorial Gardens – Risks Reported – 2025							Appendix D	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council	
<b>OCTOBER</b>								
Rubbish bag ripped open	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Contractor cleared up 08.10.25		
Rubbish all over paved area and grass by round planter	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Contractor cleared		
<b>NOVEMBER</b>								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			
<b>DECEMBER</b>								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			

Band Stand – Risks Reported – 2025							Appendix D	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council	
<b>OCTOBER</b>								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			
<b>NOVEMBER</b>								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			
<b>DECEMBER</b>								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			