

# Canvey Island Town Council




TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend a **MEETING** of **CANVEY ISLAND TOWN COUNCIL** to be held at the **COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 11<sup>TH</sup> MARCH 2024** 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,

  
Mrs E. De Can  
Town Clerk

6<sup>th</sup> March 2024

*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 22<sup>nd</sup> January 2024.
5. To consider and agree the recommendations from the Policy & Finance Committee meeting held on the 12<sup>th</sup> February 2024.
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. Petitions received by members of the public of which notice has been given – one petition is to be presented.
10. Notice of Motion – consider the report attached.
11. To consider and agree the replacement of 4 trees at Tewkes Creek.
12. To consider and agree the options for the purchase of aeration equipment at Canvey Lake.
13. To receive an update on the progress of the events and consider and agree options for the Summer Events programme and the date of the Garden Trail.

# Canvey Island Town Council



14. To receive an update on the battery project at the Gunny site and consider the leasing options.
15. To confirm accounts for payment as previously agreed.
16. To note a report from the Community Warden on matters relating to Canvey Island (Appendix A)
17. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix B).
18. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
19. Reports from Essex County Councillor on matters relating to Canvey Island.

*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.*

20. To consider and agree the specification for Canvey Lake grounds maintenance contract tender (Appendix C).
21. To consider and agree the specification for the Festive Lighting contract tender (Appendix D).
22. To consider and agree the specification for the Labworth Gardens/Band Stand contract tender (Appendix E).

**Subject: Public Forum**

**Speaker: Town Mayor**

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### **Reason for Report**

To receive questions from members of the community of Canvey Island of which notice has been received.

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### **Information**

Questions to the Town Mayor  
From Mary Wirdnam.

#### **Question 1:**

As a resident of Canvey Island, I would like my comments below included in the next meeting taking place next month & the minutes forwarded to me via email when produced. Each household pays within their council tax a considerable sum for the Town Council.

- What do we get for that money, is it value for money? Do we need it?
- After reviewing the minutes for the last year, I think residents need to be asked on its viability & continuation for the following reasons:
  - Residents in the rest of Castle Point do not pay extra in their council tax for a Town Council but they get the same services in their area that we do, example Flower Planters & Christmas Decorations & open green spaces tended to, Lakes etc. looked after from their council tax payment, so why do residents on Canvey have to pay extra but other areas of castle point don't?
  - Why does the council look after services that are not on Canvey but in other areas of Castle Point, why are residents of Canvey paying for services to be done in other areas of Castle Point?
  - The Council receives large sums from our council tax, a lot of what it spends this money on doesn't benefit me, I'd rather the money be spent on different things, shouldn't residents get a say in what you spend the money on?
  - Community Warden? Doing what? Never seen around the island, example could be down the seafront on a Sunday, monitoring dogs off leads, fouling, dog fights, lots of residents won't walk down there because of the large number of dogs not under proper control, we as residents need a say in what we want a warden to do, is it a necessary appointment?
  - There are other Town Council members receiving a salary why another salary?
  - The Town Council isn't accessible, door always locked, we pay for it but it's like it's none of our business?
  - I'd like a public meeting where residents can decide on whether we feel a Town Council is worth us paying for? If this was to happen and invite put through every door of every resident on Canvey.

Questions to the Leader of the Council  
From Sean Quartermaine.

#### **Question 2:**

What does this Committee think of the public calls for video surveillance to be installed at critical points around the lake to deter anti-social and criminal behaviour, and assist the police?

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
ON MONDAY 22<sup>ND</sup> JANUARY 2024 AT 7.30PM**

**PRESENT:**

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

**Also present:** Mrs E. De Can – Town Clerk  
Mrs A. Wakenell – Community Warden  
Mrs K. Bali – Community & Events Officer  
1 member of the public.  
Cllr G. Isaacs – CPBC

**CO/119/23 - APOLOGIES FOR ABSENCE**

Cllr P. Greig was not present.

**CO/120/23 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr Blackwell declared a non-pecuniary interest in items 10 and 12 on the agenda. Cllr May declared a non-pecuniary interest in items 10, 13 and 21 on the agenda. Cllr D. Anderson and Cllr J. Anderson declared a non-pecuniary interest in item 21 on the agenda and Cllr Acott declared a non-pecuniary interest in item 12 on the agenda.

**CO/121/23 - 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/122/23 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 4<sup>TH</sup> DECEMBER 2023.**

Members **RESOLVED** that the minutes of the Council meeting held on the 4<sup>th</sup> December 2023 be confirmed as a true record of the proceedings and signed by the Town Mayor.

Members noted that the anticipated precept figure reported on the 4<sup>th</sup> December 2023 was incorrect by £190, however, the actual tax base figure has still not been confirmed but is estimated @ 12,136 which will raise a precept of £288,352 an overall increase of £2,068 to what was expected.

**CO/123/23 - TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE COMMON LIAISON COMMITTEE MEETING HELD ON THE 13<sup>TH</sup> DECEMBER 2023.**

Members noted the minutes of the Common Liaison Committee meeting held on the 13<sup>th</sup> December 2023 and **RESOLVED** unanimously to approve the recommendations that the Town Council seek renegotiation of the existing lease and management agreement arrangements with the Borough Council to consider and recognise all stakeholders that have an interest in the function of the Lake and to replace the Common Liaison Committee meetings with a Stakeholder group which will be formulated from various expert organisations. Members also **RESOLVED** to approve the production of a biodiversity management plan by the Essex Wildlife Trust at a cost of £1,725.00.

Members requested that the Environment Agency, Essex Wildlife Trust, RSPB, Thames 21, and Natural England are approached as partners on the stakeholder group and that the existing members on the Common Liaison Committee are also invited to be part of the group.

Members noted the costs investigated for the re-profiling of the lake and **RESOLVED** unanimously that due to the high costs quoted for the bathymetric survey to determine the water and silt depths which does not include the topographic survey of the islands, this should be investigated further once the stakeholder

group is formulated and expert advice can be sought for the best use of Council finances and where potential further funding opportunities can be reviewed.

Members noted and approved the draft press release which will be issued to inform the public of the council's actions and that a regular newsletter will be prepared to keep residents informed of the council's actions going forward.

Members discussed the dyke between Denham Road and Link Road and Cllr Blackwell advised that he would challenge the suggested responsibilities as this was originally a natural dyke but was developed and enhanced by the Environment Agency.

**CO/124/23 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.**

Members noted the activities since the last meeting such as attending the Tree Planting Ceremony at the Gunny site, a Community Christmas Lunch at Northwick Park Primary, the Mayor's Charity Schools Christmas Concerts, the Mayor's Civic Charity Carol Concert, the Christmas event at Canvey Seafront, the Light up a life remembrance service at Canvey Methodist Church and presenting the cheque for the Sea Scouts grant.

**CO/125/23 – TO NOTE THERE HAVE BEEN NO OFFICERS DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.**

Noted.

**CO/126/23 – TO RECEIVE A VERBAL REPORT ON THE CLERKS PROGRESS OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the report on items progressed and completed.

**CO/127/23 - TO CONSIDER AND AGREE OPTIONS PROVIDED BY THE COMMUNITY & EVENTS OFFICER IN RELATION TO PREPARING FOR ARMED FORCES DAY.**

Members noted that CPBC have now confirmed that the Paddocks will be closed from February 2024 to late September 2024 therefore the halls will not be available for Armed Forces Day. Members **RESOLVED** unanimously to approve the recommendation for the service at the War Memorial as in previous years and for the Community & Events Officer to investigate either the usage of CISCA House or the ATC hall for catering for the public and parade participants with refreshments such as tea / coffee /cakes with a small charge.

**CO/128/23 – TO CONSIDER THE CONSULTATION OF THE DRAFT RECOMMENDATIONS FOR THE DIVISION OF BOUNDARIES IN ESSEX SPECIFICALLY CASTLE POINT**

Members considered the consultation and **RESOLVED** unanimously that the proposed recommendation was acceptable as it has no impact on Canvey Island as it remains with two County Councillors for East and West.

**CO/129/23 - TO CONSIDER THE LANDLORDS PROPOSAL FOR THE INCREASE IN RENT FOR THE PARKING SPACES AT THE REAR OF THE COUNCIL OFFICE FOLLOWING THE NOTICE TO QUIT THE LEASE.**

Members considered the landlords proposal to charge the increased rent at a staggered rate of 50% being paid now and the remaining 50% in 6 months and **RESOLVED** unanimously that the increase was still too high and not acceptable to the Council at this time.

**CO/130/23 - TO REVIEW THE MANAGEMENT AGREEMENT WITH THE CANVEY ISLAND WILDLIFE & CONSERVATION GROUP FOR THE MANAGEMENT OF THE DON DOWNES RESERVE FOLLOWING ITS 5<sup>TH</sup> YEAR REVIEW PERIOD.**

Members reviewed the management agreement with the Canvey Island Wildlife & Conservation Group and **RESOLVED** unanimously that it was happy to continue with the agreement until its end in 2029. It was confirmed that this area is cut annually and is not only a wildlife haven for many species but also has a thriving orchard.

**CO/131/23 - TO CONSIDER THE QUOTE OF £300.00 WHICH CAN BE TAKEN FROM THE GUNNY PROJECT EAR MARKED RESERVES TO CUT THE GRASS ON THE GUNNY SITE ON AN AD HOC BASIS UNTIL THE PROJECT HAS BEEN TRANSFERRED TO TRUST LINKS.**

Members considered the quote provided and the need to cut the grass due to the project transfer taking longer than expected and **RESOLVED** unanimously to cut the grass on an ad hoc basis at a cost of £300.00 each cut with the funds taken from the earmarked reserves.

**CO/132/23 - TO CONSIDER AND AGREE A VIREMENT TO PURCHASE 50 REPLACEMENT KEYS FOR TENANTS OF SMALLGAINS ALLOTMENT FOLLOWING A RECENT INCIDENT OF VANDALISM.**

Members **RESOLVED** unanimously to vire £225.00 from the Tidal Pool joints budget to pay for the replacement keys required at Smallgains Allotments considering the recent vandalism.

**CO/133/23 - TO APPROVE THE ELECTRIC COMPANY CONTRACT FOR THE NEW SUPPLY AT CANVEY LAKE.**

Members **RESOLVED** unanimously to appoint EDF Energy as the new supplier for the electric supply at Canvey Lake.

**CO/134/23 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

**22<sup>nd</sup> January 2024 NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Jenson Fencing	BACS630	£2,600.00	Memorial Garden fencing repairs
D. Trower	BACS631	£20.00	Window Cleaner – 05/12 & 08/01
Office Needs	BACS632	£69.58	Shredding Bags & Copier Paper
Aylesford Electrical Ltd	BACS633	£2,395.20	Replacement lighting & removal of Christmas lighting scheme
Top of the Mops	BACS634	£64.00	Office Cleaning 14/12 & 11/1
Aspect Maintenance Ltd	BACS635	£4,757.49	Open Spaces Maintenance – Dec
SFB Solutions	BACS636	£698.50	CCTV/Fire & Intruder Alarm Maintenance
Vision ICT Ltd	BACS637	£48.00	.gov.uk Domain Name transfer
Hatton Traffic Management Ltd	BACS638	£882.10	Road Diversion Signage – Xmas Event
Bond Fire Service	BACS639	£67.50	Annual Fire Extinguisher Service
<b>TOTAL</b>		<b>£11,602.37</b>	

**CO/135/23 – TO NOTE A REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND.**

Members noted the report. The Community Warden confirmed that the issues with Footpath 11 were still ongoing, the meeting with the RSPB did not go ahead, the work on the jetty has started, there has been an increase in fly tipping of household waste and bags of dog foul at Canvey Lake, the play equipment has been vandalised again, a small hut for workers has been erected on the Memorial Garden land without seeking permission and the replacement fencing has been completed.

**CO/136/23 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.**

Members noted the reports.

**CO/137/23 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell confirmed that there have been 74 instances of fly tipping in the Borough in January with a 75% increase since the refuse centres booking system has been in place. There is a plan to install 135 new CCTV cameras around the Borough which will include the lake area. These locations have been chosen by the Police and funding is being sought.

Cllr May advised that the fly tipping at the Co-op along Long Road has now been removed.

**CO/138/23 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell confirmed that the LED light roll out is still ongoing and will be completed by March apart from unadopted or private roads.

Cllr May advised that Long Road will be closed for 6 nights between 5pm and 8am from 23<sup>rd</sup> January for major 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/139/23 - TO CONSIDER AND AGREE THE AMENDMENTS TO THE TRUST LINKS LEASE.**

Members considered the amendments to the draft lease for Trust Links and **RESOLVED** unanimously to approve the amendments, to either remove the break clause or amend this to 15 years with a 12 month notice period and to remove the management agreement as this is not required.

Members discussed the battery location and issues with the plan and requested that written assurances were provided by the electric company that this project has been accepted before any further consideration of a lease is progressed.

The meeting closed at 9.45pm.

TOWN MAYOR

11<sup>th</sup> March 2024

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE  
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL  
HELD IN THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND ON  
MONDAY 12<sup>TH</sup> FEBRUARY 2024 AT 7.30PM**

**PRESENT:**

Councillors: Cllr A. Acott, Cllr. P May and Cllr S. Sach.

Also, present: Mrs E De Can – Town Clerk

**P&F/019/23 - APOLOGIES FOR ABSENCE**

Apologies were provided and accepted by Cllr J. Anderson and Cllr D. Anderson.

**P&F/020/23 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**P&F/021/23 - 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/022/23 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 13<sup>TH</sup> NOVEMBER 2023.**

The minutes of the committee meeting held on the 13<sup>th</sup> November 2023 were **CONFIRMED** as a true record and signed by the chairman.

**P&F/023/23 – 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/024/23 – TO CONSIDER AND AGREE PURCHASING A NEW GAZEBO FRAME AT A COST OF £279.53.**

Members considered the purchase of a new gazebo frame to replace the existing broken frame and that budget was made available for this purchase within the events equipment budget and **RECOMMENDED** that a new frame is purchased from The Gazebo Shop at a cost of £279.53.

**P&F/025/23 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY. NOTE THE AMENDMENTS TO THE FOLLOWING POLICIES:**

**i) COUNCIL AS A CORPORATE BODY.**

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

**P&F/026/23 – FINANCE**

**i) TO CONSIDER AND AGREE TO THE REINVESTMENT OF THE 1-YEAR FIXED BOND ACCOUNT WITH HAMPSHIRE TRUST BANK AT AN AER OF 4.25%.**

Members considered the re-investment of the 1-year fixed bond and **RECOMMENDED** the reinvestment of £85,000 with Hampshire Trust Bank with an AER of 4.25%.

**ii) TO CONSIDER AND AGREE THE APPOINTMENT OF HEELIS & LODGE AT A MAXIMUM COST OF £500.00 TO CONDUCT THE COUNCILS INTERNAL AUDIT.**

Members considered the appointment of Heelis & Lodge to conduct the Internal Audit for 2024 and **RECOMMENDED** the appointment at a maximum cost of £500.00.

**iii) TO NOTE THE NEW WATER SUPPLY CONTRACT WITH WATER PLUS WITH EFFECT FROM THE 12<sup>TH</sup> APRIL 2024.**

Members noted the new water supply contract with Water Plus.



**iv) TO NOTE THE NEW MOBILE PHONE CONTRACT AT A CHEAPER COST OF £13.50 PER SIM.**

Members noted the new mobile phone contract with O2 at a reduced cost of £13.50 per sim per month.

**v) TO NOTE THE RENEWED 3-YEAR CONTRACT WITH EDF ENERGY FOR NO 11 & 13 HIGH STREET.**

Members noted the renewed 3-year contract with EDF for No 11 High Street and the confirmed fixed costs for No 13 High Street contract which comes to an end in April 2024.

**vi) TO VERIFY THE COUNCIL FINANCES AS OF 31<sup>ST</sup> DECEMBER 2023**

Members **NOTED** the Council Finances as of 31<sup>st</sup> December 2023 inclusive of the bank reconciliation, statements and payments issued from 1<sup>st</sup> October 2023 to 31<sup>st</sup> December 2023 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.

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

**12<sup>th</sup> February 2024 NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Office Needs	BACS640	£64.78	Stationery / Copier Paper
Top of the Mops	BACS641	£32.00	Office Cleaning 25/01
Aspect Maintenance Ltd	BACS642	£4,757.49	Open Spaces Maintenance – Jan
CB Landscapes	BACS643	£1,450.00	Covid Garden Maintenance
Stanley Marsh & Co Ltd	BACS644	£262.95	No 11 Building Insurance 2024/25
DVLA	DEBIT CARD	£320.00	Vehicle Tax
CITC	DEBIT CARD	£104.11	Petty Cash Top Up
<b>TOTAL</b>		<b>£7,023.33</b>	

The meeting closed at 8.10pm

CHAIRMAN

22<sup>nd</sup> April 2024

**Subject: Town Mayors Report**

**Speaker: Cllr E. Harvey – Town Mayor**

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**Reason for Report**

To receive a report from the Town Mayor on their activities since the last council meeting.

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**Information**

<b>Date</b>	<b>Time</b>	<b>Event</b>
25.01.24	9.30am	SVP Canvey Food Bank -
28.02.24	4.30pm	Castle Point Mayors Civic Service
03.03.24	3.30pm	ECC Civic Service – Chelmsford Cathedral
09.04.24	2.45pm	Cast & Crew Theatre Workshop

Town Mayor to update the council on any other activities attended or information to provide.

**Subject: Notice of Motion**

**Speaker: Town Mayor**

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**Reason for Report**

To present to Council valid Notices of Motion received for consideration.

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**Information**

Councillor Susan Brooke has given notice of the following:

To set up a voluntary group called Canvey Island Community Action Group with the following aim:

- To help create a clean and tidy safe environment working alongside the Councils ground maintenance contractor to enhance the existing site and assist with the creation of the nature reserve.
- To litter pick the open space around the lake area once a week working on areas outside of the current contract.
- To assist with cutting back the brambles from shrubs and bushes with the guidance of the current contractor.
- To help inform the public with updates by means of leaflets through local surrounding residence doors.
- Encourage residents to help and get involved by working outdoors and enhancing their own health and wellbeing.
- To ensure coordination with the Community Warden and current contractor.

The Motion is to be seconded by Councillor Sheridan Sayes.

**Community Warden  
Progress Report for All Open Spaces – 11/03/2024**

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**CANVEY LAKE**

- Bollard on Footpath No 11 - This issue is still ongoing. The Public Rights of Way Enforcement removed the bollard however, the resident parked his vehicle over the original spot preventing work. ECC left the site and will now take legal action if they can't move it back to its right place. Still no update.
- Fly tipping is still an issue – Letter has been sent to homeowner of 266 Thisselt Road as following a search of fly-tipped black bags, evidence was found belonging to this property.
- There has been a query raised regarding the safety of the electricity work at Denham Road. The electric is not yet live so therefore poses no threat to the public as UK Power have only just completed their part to the job. We are awaiting clarification of correct wording of regulations from the electrician as too the questions that have been raised.
- 2<sup>nd</sup> phase of removing fish stock from Canvey Lake has been completed as recommended by the Environment Agency for the fish welfare and to help improve the ecology and biodiversity of the area. The Town Council employed fisheries consultants NG Fisheries to work in conjunction with the Environment Agency to re-home the fish from Canvey Lake where they will be allowed to live out the rest of their natural lives. Last year over 900 carp were re-homed and this year 86 carp and two eels have been removed to a fully enclosed non fished lake as the previous year. This year has shown a massive reduction in numbers indicating a successful programme of removal which helps in managing and future proofing improvements to the lake. Only 2 days work completed due to the limited number of fish found.

**PLAYGROUND**

- Inspection completed Monday 4<sup>th</sup> March.

**BAND STAND**

- Nothing to report.

**WILDFLOWER MEADOW**

- Nothing to report.
- Bee Posts installed 05.03.24.

**MEMORIAL GARDENS**

- Small hut placed on grass has now been relocated to CPBC carpark and CPBC sign has been removed.
- Bee Posts installed 05.03.24 – educational event to be held on the 10<sup>th</sup> April 2024 10am-2pm to highlight the bee campaign and importance of bees and their habitats.

**TIDAL POOL**

- I have been contacted by Senior site manager for Balfour Beatty regarding access to the pool till October and given them the key to open the valve.

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

Issues reported on behalf of organisations:

- Cisca House – potholes, streetlights, and drug dealers
- Ms Club / War Memorial Hall – Not enough drop curbs.
- Wednesday Group / Smallgains Hall –Street lights and drug dealers.
- Wives Club / Methodist Church – Nothing to report.

Allotments – Risks Reported – 2024

Appendix B

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>JANUARY</b> Padlocks cut off waterside gates	Council	Town Clerk	Adele Wakenell	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Padlocks from Smallgains placed at Waterside and new padlocks and keys purchased for Smallgains due to fewer tenants. Weather related	£225.00
Water levels in dyke high.	Council	Town Clerk	Adele Wakenell	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Weather related	
<b>FEBRUARY</b> Water levels are high in dyke	Council	Town Clerk	Adele Wakenell	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Weather related	
	Council	Town Clerk	Adele Wakenell	Public/Wildlife	Health		

**Band Stand – Risks Reported – 2024**

**Appendix B**

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>JANUARY</b>							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>FEBRUARY</b>							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		

Canvey Lake – Risks Reported – 2024

Appendix B

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>JANUARY</b>							
All banks and paths are waterlogged	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Weather related	
Litter bins full – household rubbish	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor will remove 11.01.24 with litter clearance.	
Fly-tipped black bags	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor will remove 11.01.24 with litter clearance.	
Fishing prevention wire is cut.	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor will fix once ground is hard 11.01.24	
Branches fallen from large tree in high winds.	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	These branches will mulch into ground 10.01.24	
Concrete panel left on grass by resident.	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Residents are aware to remove 10.01.24	
Fence panels laying on grass due to high winds	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Residents are aware 10.01.24	
Parts of the concrete dyke have moved and	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	EA are aware and provided with photos 10.01.24	

Canvey Lake – Risks Reported – 2024

Appendix B

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
not inline.							
Wooden gate in water by Tudor Rose	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor is aware 29.01.24	
Bike in water outside 90 lakeside paths	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Removed by the contractor 29.01.24	
Vegetation and silt by winter gardens pumping station	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Spoken to EA and advised this is not an issue. Email to confirm.	
<b>FEBRUARY</b>							
Clothes dumped at back of carpark	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Removed by the contractor 06.02.24	
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		



Memorial Gardens – Risks Reported – 2024

Appendix B

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>JANUARY</b>							
Flowers on bench	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	CW removed 03.01.24	
Flowers placed in square planter.	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	CW removed 03.01.24	
Balfour Beatty hut on grass by covid garden	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Has been relocated to car park 17.01.24	
<b>FEBRUARY</b>							
	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		

Tidal Pool – Risks Reported – 2024

Appendix B

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>January</b>							
	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>February</b>							
Concrete has crack and rocks come out – right side	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Quotes will be obtained to fix	
Large piece of driftwood has moved with the tide and is blocking steps leading to beach	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The tide will continue to move the wood and it's too heavy to move. 06.02.24	

APPENDIX B

Wildflower Meadow – Risks Reported - 2024							
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>January</b>							
Grass areas are waterlogged	Town Council	Town Clerk	Community Warden - AR	Wildlife/Public	3 <sup>rd</sup> party claims against CITC	Weather related 29.01.24	
<b>February</b>							
	Town Council	Town Clerk	Community Warden - AR	Wildlife/Public	3 <sup>rd</sup> party claims against CITC		