



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 23RD MARCH 2026** 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

18th March 2026

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 23rd February 2026.
5. To receive a report from the Town Mayor on activities and events since the last meeting.
6. To note the Officer Decisions under delegated powers and background papers since the last meeting.
7. To receive a verbal report on the Clerks progress of ongoing projects and not on the agenda.
8. To note the outcome of the Castle Point Borough Council cabinet meeting held on the 18th March 2026 regarding the request for early surrender of the lease for Canvey Lake.
9. To consider and agree additional work to pollard of Weeping Willow tree at a cost of £800.00 due to the impact to an adjacent residence.
10. To consider and agree the working party recommendations and draft new style Town Guide (Appendix A).
11. To consider and agree to a replacement representative for the Wyvern Community Transport Board.



12. To consider and agree the Evaluation Panel for the Labworth Memorial Gardens and Band Stand contract tender.
13. To confirm accounts for payment as previously agreed.
14. To note a report from the Community Officer on matters relating to Canvey Island (Appendix B)
15. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix C).
16. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
17. 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.*

18. To consider and agree the tender for the Permanent and Temporary Seasonal Planting Decorations contract.
19. To consider and agree the tender for the Maintenance Service for the Concord Beach Tidal Pool contract.

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 23RD FEBRUARY 2026 AT 7.00PM**

PRESENT:

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

Also present: Mrs E. De Can – Town Clerk
Mrs L. Gould – Deputy Clerk
Mrs K. Bali – Community & Events Officer
Mrs A. Wakenell – Community Officer
5 members of the public.

CO/136/25 - APOLOGIES FOR ABSENCE

All members were present.

CO137/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr Langley declared a non-pecuniary interest in item 12 on the agenda due to a conflicting business interest and Cllr May declared a non-pecuniary interest in item 12 as a representative on the board.

*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.*

CO138/25 - TO CONSIDER AND AGREE CONTRACTUAL FINANCIAL IMPLICATIONS.

Members considered contractual and budget implications and **RESOLVED** unanimously to approve the proposal of continued financial support to the end of the contract term.

MEMBERS OF THE PUBLIC WERE ASKED TO RETURN TO THE MEETING.

CO/139/25 - 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/140/25 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETINGS HELD ON THE 19TH JANUARY 2026.

Members **RESOLVED** that the minutes of the Council meetings held on the 19th January 2026 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/141/25 - TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 9TH FEBRUARY 2026.

Members noted the minutes of the Policy & Finance meeting held on the 9th February 2026 and **RESOLVED** that the minutes are adopted by the Council and recommendations made were agreed and the minutes are to be signed by the Chairman of the committee at the next Policy & Finance meeting.

CO/142/25 - TO NOTE THE MINUTES AND RESOLUTIONS OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 9TH FEBRUARY 2026.

Members noted the minutes and resolutions of the meeting on the 9th February 2026.

CO/143/25 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.

The Deputy Town Mayor provided details of events and activities attended or invited to such as the 1953 Flood Commemoration Service at St Nicholas Church, the re-opening of the Canvey Island School Uniform Bank, the opening of the newly refurbished prep-room at CISCA House and the ECC Chairmans Civic Service due in March.

CO/144/25 – TO NOTE THE OFFICER DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS SINCE THE LAST MEETING.

Members noted the expenditure to approve the replacement of the existing two-way radios for events at a cost of £219.99 and the purchase of replacement promotional items for events at a cost of £814.49 for branded tote bags, pens and memo pads.

CO/145/25 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/146/25 – TO CONFIRM THE DATES OF SCHEDULED EVENTS FOR 2026.

Members **RESOLVED** to approve the schedule of events and the dates of Armed Forces Day on the 27th June 2026, Garden Trail on 15th July 2026, Chalk Art on 29th July 2026, Wildlife Picnic on 12th August 2026, Sen by the Sea on 26th August 2026, Community Day on 28th August 2026 and the Christmas event on 28th November 2026.

At this point of the meeting a member of the public began to obstruct the transaction of business and behaved offensively towards members. A request to moderate their conduct was ignored. The Town Mayor moved that this person be excluded from the meeting which was unanimously seconded by all those present. As this request was ignored the Town Mayor took reasonable steps to restore order by suspending the meeting for a period of 15 minutes.

The meeting was reconvened at 7.45pm.

CO/147/25 – TO CONSIDER A REQUEST FOR FINANCIAL SUPPORT FROM WYVERN COMMUNITY TRANSPORT.

Members considered the request and noted that Wyvern Community Transport had received a £500.00 grant from the Town Council in 2024 and **RESOLVED** to further support the group by reconfirming its grant scheme and criteria for future applications, by providing a letter of support for any other grants that maybe available to the group and to help raise awareness of their services with the use of the website, social media outlets and events held by the council.

CO/148/25 – TO CONSIDER AND AGREE A RESPONSE TO ECC IN RELATION TO THE DUTCH COTTAGE BUS SHELTER ON CANVEY ROAD.

Members noted Essex County Councils correspondence regarding the bus shelter and **RESOLVED** to request that the shelter is preserved in its existing design as it is in keeping with the surrounding area and represents the Dutch Cottage and a way marker for its location.

CO/149/25 – TO CONSIDER AND AGREE THE PROPOSAL FOR A NEW LIFESTYLE EVENT.

Members considered the proposal and **RESOLVED** to approve a budget of £600 for the event to be held on the 16th May 2026 at the Paddocks Community Centre. The event will focus on health and wellbeing, with a selection of stalls to cover a wide range of needs such as assisting with many ailments and enquiries, allergy testing, holistic healing, pain management or hypnotherapy to fitness, meditation and exercise. Many local organisations provide services within this sector; the event would therefore promote existing local programs that the residents can learn about and participate in.

CO/150/25 - TO CONSIDER AND AGREE THE PROPOSAL FOR A NEW SENIOR WELLNESS EVENT.

Members considered the proposal and **RESOLVED** to approve a budget of £200 for the event to be held on the 3rd October 2026 at the Paddocks Community Centre. The event will focus on local organisations that can provide services for senior resident's wellness and promoting existing local programs to learn

about and participate in such as Castle Point Active providing taster classes of Chair Yogo and Sit and Move. There would be a variety of stalls to cover a wider range of services available for the older community.

CO/151/25 - TO CONSIDER AND AGREE TO A REPLACEMENT REPRESENTATIVE FOR THE EALC EXECUTIVE COMMITTEE.

Members noted that Cllr Acott wished to step down as the representative and **RESOLVED** to leave this position vacant at this time.

CO/152/25 - TO NOTE THE 3-YEAR EXTENSION OF THE PUBLIC SPACE PROTECTION ORDER FOR DOG ON A LEAD CANVEY ISLAND FORESHORE AND DOG FOULING.

Members noted the extension to the Public Space Protection Orders.

CO/153/25 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

23rd February 2026 NO 1 ACCOUNT

Company	Reference	Amount	Description
Cllr Sue Brooke	BACS950	£90.00	CPBC Mayors Ball
CI Horticultural Society	BACS951	£212.60	2025 Management Fee
Top of the Mops	BACS952	£18.00	Cleaning – 17/2
TOTAL		£320.60	

CO/154/25 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Officer advised that there had been 7 bins bags full of gas cannisters fly tipped at Canvey Lake which had been reported to the Police, the UK Power work is complete along Lakeside Path, the sewage leak by Southwaters is ongoing and no end date available due to the amount of work required to resolve this issue, however, it was confirmed that no sewage had gone into the lake and the vandalism of motor oil on the green bridge had been cleaned and an ecofriendly solution had been placed in the puddles to break down the oil on the banks as much as possible.

CO/155/25 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/156/25 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.

Cllr Blackwell confirmed that the lease for Canvey Lake would be discussed by the Cabinet on the 18th March 2026 and that the Borough Council are working in partnership with Sports England for grant funding to provide a Health & Wellbeing Hub at the old 1066 pub location in the Paddocks.

CO/157/25 – REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr May advised that the potholes in Long Road had been reported. Further discussions took place regarding unadopted roads and streetlights.

The meeting closed at 8.35pm.

TOWN MAYOR

23rd March 2026

Town Guide Working Group – 7th January 2026 – 11.00am.

Present: Cllr P. May, Cllr R. Langley, Cllr S. Brooke, Cllr E. Harvey, Cllr S. Sayes, L Gould and K. Bali.

Past copies of the Town Guide were reviewed, and councillors preferred the 2018 version vs a more condensed guide and we also looked at just a map of the town as this is regularly requested. It was further decided by members that the Map and key contacts is the most sought-after aspect.

The bulk of the older Town Guides were popular however most of the information within is easily found online so printing would be rather expensive. It was decided that if enough information can be condensed to fit on the back of the map, it would be informative and useful.

Ideas of content were as follows.

- Map – to highlight points of interest.
- Key grid for locations and wards
- Emergency Contacts
- Councillors' details
- Estate Agents
- Essex Registries
- Brief island information
- QR code to website
- Car Parking information
- Event Dates

We needed to distinguish from information that was readily available via the Town Council Newsletter and the Website.

Final layout was agreed to be an A3 good quality map with information and emergency contacts on the back. Quotations for print of 1000, 2000 and 5,000 will be sought from Design 4 Print.

A draft will be presented at the next available Council Meeting for review and approve.

Community Officer

Progress Report for All Open Spaces – 23.03.26

CANVEY LAKE

- 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.
- Emergency work taking place:
 - Cedar Road - Cadent (Blue Bridge)
 - Southwalters - Anglian Water (Red Bridge)

PLAYGROUND

- No issues

BAND STAND

- No issues

WILDFLOWER MEADOW

- No issues

MEMORIAL GARDENS

- Privet Bushes are ordered

TIDAL POOL

- No issues

GUNNY

- No issues

COMMUNITY GARDEN

- No issues

TOWN PLANTERS

- Anti-social behaviour – all plants pulled up end of February, then again beginning of March. Police reported again Wednesday 11th March all pulled out. New flowers planted Friday 13th March.

COMMUNITY GROUPS

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

Memorial Gardens – Risks Reported – 2026

Appendix C

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY							
13 bunches of flower and wreath	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	CO removed 20.01.26	
Broken tree branch	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed 23.01.26	
FEBRUARY							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
MARCH							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Canvey Lake – Risks Reported – 2026

Appendix C

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
FEBRUARY							
Beer bottles thrown behind play area	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed 03.02.26 at 2pm – photos sent	
7 black bags full of empty gas canisters dumped in dyke by red bridge	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed 10.02.26 at 11.30am. Police have been notified with location.	
Car oil poured over green bridge/path and puddles along footpath	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor cleaned up bridge and paths at 9am and then eco absorbent compound was placed in puddles at 12am. Police ref No 42/24562/26 - DP-6168-26-4242-04	
MARCH							
Double bin at play area was set on fire	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Fire Brigade attended. The contractor checked bin and only contents were damaged not metal liner or bin.	
Glass at red bridge	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has cleaned and removed 11.03.26	

Community Garden – Risks Reported – 2026

Appendix C

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
FEBURARY							
Garden waste bin not been taken.	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Deputy Clerk is aware and will order new sticker	
MARCH							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Gunny – Risks Reported – 2026

Appendix C

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC		
FEBURARY							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC		
MARCH							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC		
APRIL							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC		

Wildflower Meadow – Risks Reported – 2026

Appendix C

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIIC		
FEBRUARY							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIIC		
MARCH							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIIC		

Allotments -- Risks Reported -- 2026

Appendix C

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY							
Waterside dykes full	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Weather related issue	
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
FEBRUARY							
Both dykes full	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Weather related issue	
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health		
MARCH							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Canvey Play Area – Risks Reported - 2026

Appendix C

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
January Muddy slide	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Weather related	
February			Community Officer – AW				
Grass very muddy	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Weather related	
March			Community Officer – AW				
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		