

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
ENVIRONMENT AND OPEN SPACES COMMITTEE OF THE CANVEY ISLAND TOWN
COUNCIL HELD AT COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND ON
MONDAY 16TH DECEMBER 2019 AT 7.30 PM**

PRESENT: Cllr D. Anderson, Cllr J. Anderson, Cllr E. Harvey, Cllr C. Sach and Cllr B. Palmer

Non-committee members: Cllr P. Greig

ALSO PRESENT: Mrs E. De Can – Town Clerk
Mrs A. Wakenell – Community Warden
1 member of the public

E&OS/029/19 - APOLOGIES FOR ABSENCE.

Cllr A. Acott.

E&OS/030/19 – TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.

No declarations of interest were received.

**E&OS/031/19 - PUBLIC FORUM – TO RECEIVE CONTRIBUTIONS FROM MEMBERS OF THE
COMMUNITY OF CANVEY ISLAND ON ITEMS ON THE AGENDA FOR A PERIOD NOT EXCEEDING
TEN MINUTES.**

No members of the public wished to speak on items of the agenda.

**E&OS/032/19 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE
MEETING HELD ON THE 23RD SEPTEMBER 2019.**

The minutes of the committee meeting held on the 23rd September 2019 were **CONFIRMED** and signed as a true record.

**E&OS/033/19 – TO NOTE THE MINUTES AND RESOLUTIONS FROM THE COMMON LIAISON
COMMITTEE MEETING HELD ON THE 27TH NOVEMBER 2019**

Members noted the minutes and resolutions from the Common Liaison Committee meeting held on the 27th November 2019.

**E&OS/034/19 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE
AGENDA**

A question was raised regarding the investigation into allotment toilets. The Town Clerk confirmed that this was still to be done due to other more urgent tasks.

**E&OS/035/19 – TO CONSIDER AND AGREE THE SPECIFICATION FOR THE HANGING
BASKETS/PLANTERS FOR THE NEW TENDER IN 2020.**

Members considered the draft specification and **RESOLVED** to agree the proposal for inclusion in the tender.

**E&OS/036/19 – TO CONSIDER AND AGREE THE SPECIFICATION FOR THE TIDAL POOL FOR THE
NEW TENDER DUE IN 2020.**

Members considered the draft specification and **RESOLVED** to agree the proposal for inclusion in the tender.

E&OS/037/19 – TO CONSIDER AND AGREE THE MEMORIALS GUIDE FOR ALL OPEN SPACES

Members considered the memorials guide and policy and **RESOLVED** to amend the documents to remove the allowance of memorial tree's at the Labworth Memorial Gardens as this has limited space available, to remove the wooden plaques with acrylic laminate as these are not hard wearing and will cause future expense to the council, to give clear instruction that any memorials left at any open space will be removed such as wreaths and flowers and to remove the suggested trees from the guide as these will be considered at the time of a request.

E&OS/038/19 – TO CONSIDER AND AGREE APPLYING FOR THE FREE TREES FOR SCHOOLS AND COMMUNITY SCHEME FOR 2020.

Members considered the free trees for schools and community scheme and **RESOLVED** to apply in 2020 for the Urban Tree pack to be planted at Tewkes Creek if approval is given by Castle Point Borough Council. The committee agreed that a management plan and costs should be considered before an application is made.

E&OS/039/19 - TO CONSIDER AND AGREE THE WAY MARKER DESTINATIONS FOR THE HIGHWAYS PANEL APPLICATION

Members considered the way marker destinations and **RESOLVED** to agree the destinations of the Town Council Office, Seafront, Canvey Lake, Bus Museum and Waterside Leisure Centre for the post in the centre of the town by the library and the Town Council Office, Seafront, Canvey Lake, Dutch Cottage Museum and Paddock Community Centre for the post at the Haystack corner.

E&OS/040/19 - TO CONSIDER AND AGREE A WORKING GROUP FOR THE LABWORTH MEMORIAL GARDENS ENHANCEMENTS

Members **RESOLVED** to appoint Cllr Blackwell, Cllr J. Anderson and Cllr D. Anderson to meet and discuss the requirements for enhancements to the Labworth Memorial Gardens for consideration by the committee.

E&OS/041/19 – TO RECEIVE AN UPDATE FROM THE COMMUNITY WARDEN RELATING TO ALL OPEN SPACES.

The Community Warden advised that Ellea Hunt's plaque has now been located at the Labworth Memorial Gardens, costs are being obtained to remove the Bumblebee Gardens from the entrance sign, following discussions with the Town Clerk the contractor has replaced the dead bushes in the entrance to the gardens with wooden sleepers as this area suffers with flooding and the Tidal Pool has been drained, cleaned and 4 joints have been replaced. It was also confirmed that the play area at Canvey Lake has passed its ROSPA inspection.

E&OS/042/19 – TO NOTE THE HEALTH AND SAFETY REPORT DETAILING INCIDENTS AND ACTIONS COMPLETED.

Members **NOTED** the Health and Safety Reports detailing incidents and actions completed at each of the Town Council's open spaces.

E&OS/043/19 – ACCOUNTS FOR PAYMENT

Members **APPROVED** accounts for signature for cheques 203532 to 203553 inclusive.

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/12/2019	Violet Streak's Circus	203532	500.00		Christmas - Circus Skills
16/12/2019	Kerry Greenaway	203533	570.00		Christmas-Street entertainment
16/12/2019	Automobile Association	203534	1,033.20		Christmas - Road closure
16/12/2019	Newsquest Media Group	203535	111.00		Christmas Ads - Ex Living&Echo
16/12/2019	Aylesford Electrical	203536	10,842.00		Festive lighting + additions
16/12/2019	Aspect Maintenance Ltd	203537	4,844.00		Maintenance - November
16/12/2019	Carter Security Ltd	203538	36.00		Replace battery-intruder alarm
16/12/2019	Office Needs	203539	58.00		100 x 2nd class stamps
16/12/2019	Speedy Asset Services Ltd	203540	106.32		Christmas - safety barriers
16/12/2019	Karen Reader	203541	70.00		Office cleaning -20/11 & 04/12
16/12/2019	Rialtas Business Solutions	203542	148.80		Omega software maintenance
16/12/2019	J & M Payroll Services Limited	203543	36.00		Payroll admin - November
16/12/2019	This is Fever Limited	203544	24.00		Cloud hosting - December
16/12/2019	Pinnacle Essex	203545	300.00		Playground inspection - 25/10
16/12/2019	Mr N Stevens	203546	950.00		Christmas - Security
16/12/2019	E. Harvey	203547	64.60		Travel exp - E. Harvey
16/12/2019	Design4Print	203548	156.00		Christmas banner/cards
16/12/2019	Anglian Water Business Ltd	203549	686.73		Water -SG allotment, No11&No13
16/12/2019	Aqua Loo	203550	207.00		Christmas -toilet hire balance
16/12/2019	Aspect Maintenance Ltd	203551	4,800.00		Maint - August (replacement)
16/12/2019	Aylesford Electrical	203536	-10,842.00		Christmas lighting contract
16/12/2019	Aylesford Electrical	203552	10,788.00		Christmas Lighting Contract
16/12/2019	Stanley Marsh & Co	203553	2,500.00		11 High St - Rent (Dec - Mar)
Total Payments			27,989.65		