

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
HELD AT THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB  
ON MONDAY 29<sup>TH</sup> NOVEMBER 2021 AT 7.30PM**

**PRESENT:**

**Councillors:** Cllr B. Palmer, Cllr D. Anderson, Cllr S. Sach, Cllr J. Anderson, Cllr P. May, Cllr C. Sach, Cllr N. Harvey, Cllr D. Blackwell, Cllr E. Harvey, Cllr P. Greig and Cllr A. Acott.

**Also present:** Mrs E. De Can – Town Clerk  
Mrs L. Gould – Community & Events Officer

**CO/092/21 - APOLOGIES FOR ABSENCE**

All members were present.

**CO/093/21 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr Blackwell and Cllr Acott declared a non-pecuniary interest in item 9 of the agenda as members of the Canvey Island Wildlife and Conservation Group.

**CO/094/21 - 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 were present.

**CO/095/21 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 18<sup>TH</sup> OCTOBER 2021.**

Members **RESOLVED** that the minutes of the Council meeting held on the 18<sup>th</sup> October 2021 were confirmed as a true record of the proceedings and were signed by the Town Mayor.

**CO/096/21 - TO NOTE THE MINUTES AND RESOLUTIONS FROM THE PERSONNEL COMMITTEE MEETING HELD ON THE 22<sup>ND</sup> NOVEMBER 2021.**

Members noted the minutes of the Personnel Committee meeting held on the 22<sup>nd</sup> November 2021.

**CO/097/21 – TO NOTE THE REPORT OF OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.**

Members noted the additional costs of £1,190.37 for the additional two raised beds inclusive of plants and labour for the Covid Memorial Garden which was covered by funding from the ECC Locality Fund.

Members wished it to be noted that the event was a great success despite the bad weather and credited the staff and contractors for the organisation of the gardens and the installation.

**CO/098/21 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted that funding had now been secured for 3 new laptops and also 3 new tablets for community use and the computer training program. The Community & Events Officer provided an update on the County Show investigations and the Town Clerk confirmed that the Blue Plaques had been delivered and unveiling events will be organised in the new year.

**CO/099/21 – TO REVIEW THE DRAFT COMMUNITY INFRASTRUCTURE LEVY CONSULTATION AND AGREE A RESPONSE.**

Members considered the consultation and **RESOLVED** unanimously to respond to the following questions:

**Question 1: The Community Infrastructure Levy (CIL) Viability Assessment informed the production of the proposed rates in the draft CIL Charging Schedule. Do you have any comments on the content of the CIL Viability Assessment?**

No Comments.

**Question 2: Do the proposed levy rates set out in the draft CIL Charging Schedule appropriately reflect the conclusions of the CIL Viability Assessment?**

Members agreed that due to the restraints on building and flood risk elements to the island the levy rates set for Canvey should be higher than proposed and new industrial units should incur a levy charge.

**Question 3: Do the proposed levy rates set out in the draft CIL Charging Schedule provide an appropriate balance between securing infrastructure investment and supporting the financial viability of new development in the area?**

The charging schedule should be more flexible depending on the type and size of the development.

**Question 4: CIL rates should not be set at a level which could render new development financially unviable. To ensure the financial viability of new development in the area, and to take into account variations in land prices and development costs throughout the Borough, the draft CIL Charging Schedule proposes variable rates for different kinds of development. Do you have any comments on the proposed CIL rates?**

See above.

**Question 5: Should any types of development be charged a different CIL rate, and if so, why? Where alternative rates are proposed, please provide evidence to demonstrate why a proposed rate should be changed.**

The council agreed that industrial development should be charged a CIL rate. The Viability Study (section 3.40) states that industrial units could increase in Castle Point. The industrial development on Canvey Island is high and will have an impact on the surrounding infrastructure. The Local Plan shows under New Employment Land that these include the extension to Charfleets Industrial Estate and South of Northwick. Canvey Island is the largest town in Castle Point with the largest employment estate which is Charfleets Industrial Estate as stated in the Local Plan section 4.6 & 10.116 which has identified land south of Northwick Road and an extension to Charfleets Industrial Park in the plan for new employment uses on Canvey Island. These two sites – as set out under policy EC2 benefit from better access to the strategic route network and new infrastructure and include a wide range of business premises to provide for the needs of the predominantly small and medium sized enterprises on the site. The main employment growth within the district will be on Canvey Island and improved access will further extend the status of the island as a business location.

**Question 6: To support the financial viability of new development in the area, the draft CIL Charging Schedule includes an Instalments Policy which allows specified levels of levy charges to be paid in instalments over a set period of time. Do you have any comments on the draft Instalments Policy?**

No comments.

**Question 7: The Consultation Information Booklet available on the Council website and at the Council Offices provides information on the types of development which would be required to pay the levy. The CIL Regulations allow the Council to give relief or grant exemptions to identified types of the development from paying the levy. The Council has not identified any types of development which may require specific discretionary relief or exemption from paying the levy beyond the compulsory relief outlined in the Regulations. Is there a need to provide discretionary relief from the levy to any types of development, and if so, why?**

No comments.

**Question 8: Do you have any other comments on the draft CIL Charging Schedule?**

No comments.

**CO/100/21 - TO CONSIDER AND AGREE ALLOWING THE CANVEY ISLAND WILDLIFE AND CONSERVATION GROUP TO CREATE A POND ON THE DON DOWNES SITE.**

Members considered the request and **RESOLVED** unanimously to agree for a pond to be created on the Don Downes site.

**CO/101/21 - TO REVIEW THE CHRISTMAS EVENT WHICH TOOK PLACE ON THE 27<sup>TH</sup> NOVEMBER 2021.**

The Community & Events Officer confirmed that the new attractions at this year's event were very busy despite the bad weather. The high winds did cause an issue which made the event very difficult this year and sadly had to finish earlier than expected although there was still a footfall of at least 1,050 people at any one time. Members advised that the market was poor and needed more food stalls. Members agreed that the tree was better this year but were disappointed that there was no light switch on. The Community & Events Officer confirmed that this was the council's decision in January not to hold the light switch on due to the unknown circumstances of Covid and the potential of large crowds which were to be avoided. It was noted that there were issues this year and it is always challenging with new attractions being used for the first time.

**CO/102/21 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

**30<sup>th</sup> November 2021 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
The Canvey Supply Company Ltd	BACS272	£2570.83	Materials for Covid-19 Memorial Planter
CB Landscapes	BACS273	£1723.98	Construct & Plant Memorial Planters / 5x Red Cordylines
CB Landscapes	BACS274	£130.00	Annual Maintenance – 15 Trees at Tewkes Creek
Royal British Legion Poppy Appeal	BACS275	£19.00	Remembrance Wreath
MB Fire Risk Limited	BACS276	£185.00	Fire Risk Assessment 2021
SLCC Enterprises	BACS277	£36.00	Planning Obligations Course - SW
Aspect Maintenance Ltd	BACS278	£4805.49	Maintenance - October
K. Reader – Dream Clean	BACS279	£140.00	Office Cleaning – October & November
Aylesford Electrical Contractors Ltd	BACS280	£6537.60	Installation Festive Lights
D. Trower	BACS281	£20.00	Window Cleaning – 12/10 & 02/11
Design4Print	BACS282	£646.80	Christmas Banners & Posters
Essex Association of Local Councils	BACS283	£264.00	First Aid Training (level 4) – JS & LG
Mr R Dolphin	BACS284	£798.60	Car Park – 01/12 to 31/05/22
The Fun Experts	BACS285	£672.00	Balance – Santa's Grotto Hire 27/11
K J Gray	BACS286	£1152.00	Cut & Bale WFM / Remove Bales
Signs of the Times Ltd	BACS287	£707.76	2x Blue Heritage Plaques
Police & Crime Commissioner Essex	BACS288	£15.40	Contribution towards Community Special Constable for Canvey 01/07 to 30/09
Mrs J Smith-Port	BACS289	£30.95	Travel & parking – First Aid Course, Gt Dunmow (JS & LG)
Tindle Newspapers Essex & Kent Limited	BACS290	£960.00	Canvey Times Wrap – November 2021
Charfleets Supplies Limited	BACS291	£44.99	6ft Christmas Tree for Foyer
Ice Queen	BACS292	£2421.00	Balance – Ice Rink Hire 27/11
<b>TOTAL</b>		<b>£23,881.40</b>	

**CO/103/21 – TO RECEIVE A REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

Members noted the report provided by the Community Warden and advised that they didn't see an issue with overflow pipes being used on council land due to the flooding issues at this location, however, the Town Clerk confirmed that these were not just simple overflow pipes from garden flooding but pipes that had been created from summerhouses, hot tubs, or other additions to resident's gardens. Cllr Blackwell advised that he had been contacted by a resident regarding a washing line which had been erected on council land and did not see why this was a problem. The Town Clerk confirmed that officers were following the council's policy and have informed the resident that this should be removed. Cllr Blackwell advised that he had responded to the resident confirming that he could not get involved.

**CO/104/21 – TO NOTE THE HEALTH & SAFETY REPORT DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES**

Members noted the reports.

**CO/105/21 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

No reports were given.

**CO/106/21 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell advised that there were two new schemes taking place to improve surface water drainage and alleviate flooding which are being conducted at the locations from Thorney Bay to the corner of Western Esplanade and Marcos Road.

The meeting closed at 8.55pm.

TOWN MAYOR

17<sup>th</sup> January 2022