

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
COMMON LIASION COMMITTEE HELD IN THE COUNCIL OFFICE,
13 HIGH STREET, CANVEY ISLAND
ON MONDAY 1ST JUNE 2016 AT 3.00PM**

PRESENT:

Committee: Natalie Holt (Chairman), Cllr R. Howard, Cllr D. Blackwell and Cllr T Skipp

Also present: Mrs E. Hunt – Town Clerk
Mrs A. Ruskin – Community Warden

CL/057/15 - APOLOGIES FOR ABSENCE.

Cllr J Anderson was not present reason unknown.

CL/058/15 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

No declarations of interest were received.

CL/059/15 - 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 public were present.

CL/060/15 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON 21ST MARCH 2016.

Chairman Natalie Holt requested that an amendment be made to CL/048/15 paragraph 4 “N Holt confirmed that the Canvey Island Flood Resilience Team had met two weeks ago” to be changed to “N Holt confirmed that the Multi-Agency Task and Finish Group had met two weeks ago” and for “N Holt advised that the multi-agency task and finish officers were due to meet again soon” to be changed to “N Holt advised that the Canvey Island Flood Resilience Team were due to meet again soon”.

The Town Clerk asked members if they were happy for her to make the amendment by hand and for the Chairman to initial the amendment before signing to confirm that the minutes taken on the 21st March 2016 were a true record. Members **AGREED** and the minutes of the committee meeting held on the 21st March 2016 were **CONFIRMED** and signed as a true record.

CL/061/15 - MATTERS ARISING FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the matters arising from ongoing projects and not on the agenda.

CL/062/15 – TO CONSIDER AND AGREE TO THE INSTALLATION OF ADDITIONAL SIGNAGE REFLECTING THE BYELAWS.

Members considered the costs provided and the Clerks recommendation to purchase and install additional signs at Canvey Lake to reflect the byelaws. Members considered the costs provided for the additional signage and **RESOLVED** to purchase 15 no. additional signs including installation from Design 4 Print at a total cost of £1,999.00 exc VAT.

Members considered the text for each of the signs and **RESOLVED** to use the following text on the 6 no. signs to be installed in Area 3 “Fishing Zone – Strictly No Night Fishing – Rod Licences are Required by Law” and “No Fishing - Strictly Prohibited by Law” on the 9 no. signs to be installed along the South Bank in Areas 1 and 2.

CL/063/15 –TO CONSIDER AND AGREE TO PURCHASE 2 NO. ADDITIONAL TRANSFER LABELS FOR EXISTING NO FISHING SIGNAGE

Members considered the costs provided to purchase 2no. vinyl transfers plus posts and fixings and **RESOLVED** to purchase 2no. vinyl transfers plus posts and fixings from Design 4 Print at a total cost of £85.00 exc VAT.

CL/064/15 –TO CONSIDER AND AGREE TO INSTRUCT CASTLE POINT BOROUGH COUNCILS LEGAL SERVICES TO PURSUE THE PROSECUTION OF BREACHES OF CANVEY LAKE BYELAWS ON BEHALF OF CANVEY ISLAND TOWN COUNCIL

Members considered the report provided by the Town Clerk detailing that the Community Warden would be responsible for enforcing the Town Council's Byelaw advising that she is suitably qualified, experienced and competent to serve fixed penalty notices under the Clean Neighbourhoods and Environment Act 2005, S.59(2): Dog Control Orders and Environmental Protection Act 1990, S88(1): Litter, although, any other breaches of the Byelaw would need to be enforced by prosecution. She explained that it would be the responsibility of the Community Warden to report any breaches of the byelaw to Castle Point Borough Council and that the Community Warden had been provided with a copy of the prosecution pack for information.

The Town Clerk advised members that Castle Point Borough Council's Legal Services had agreed to provide the Community Warden with the relevant training required to report breaches of the Town Councils Byelaw.

The Town Clerk asked members to consider instructing Castle Point Borough Council's Legal Services to pursue prosecution of breaches of the Town Councils Byelaw on behalf of the Town Council and outlined their fees.

Members considered the fees provided and **RESOLVED** to instruct Castle Point Borough Council's Legal Services to pursue prosecution of breaches of the Town Councils Byelaw on behalf of the Town Council on the fee scale provided.

CL/065/15 –TO CONSIDER AND AGREE COSTS TO PURCHASE AN ADDITIONAL 10 NO. LAKE WATCH HI VIS VESTS.

Members considered the costs provided to purchase an additional 10 no. Lake Watch Hi Vis Vests and **RESOLVED** to purchase an additional 10 no. XL Hi Vis Vests in Yellow from Ultimate Workwear at a total cost of £49.00 exc VAT.

CL/066/15 –TO NOTE CORRESPONDENCE FROM CASTLE POINT BOROUGH COUNCIL RELATING TO THE FORMATION OF A PLAY AREA AND INSTALLATION OF EQUIPMENT AT CANVEY LAKE, CANVEY ISLAND

Members noted correspondence from Castle Point Borough Council relation to the formation of a play area and installation of equipment at Canvey Lake. Members discussed the proposed location of the installation of equipment and **RECOMMENDED** that a site visit be carried out with members to consider a suitable location.

CL/067/15 –TO RECEIVE A REPORT FROM THE COMMUNITY WARDEN RELATING TO THE PAINTING OF THREE BRIDGES WEST OF WINTER GARDENS PUMPING STATION AND ALSO PAINT DENHAM ROAD BRIDGE

Members received a report from the Community Warden relating to the painting of the bridges at Canvey Lake. Members noted that the Community Warden was in the process of obtaining quotations for members to consider at its next meeting.

CL/068/15 – TO NOTE THE HEALTH AND SAFETY REPORT DETAILING INCIDENTS AND ACTIONS COMPLETED

Members noted the health and safety report detailing incidents and actions completed.

The Community Warden advised members that she had been working closely with the Street Scene Department of Castle Point Borough Council explaining that it was proving an effective deterrent to repeat fly-tipping offenders.

The Community Warden advised members that there had been an incident involving the burning of the bins at the rear of Winter Gardens Pumping Station which had been reported to her by the Grounds Maintenance Team who had seen evidence foam residue in the bottom of the bin.

The Community Warden advised members that she had, together with the Grounds Maintenance Team and the Town Mayor, helped to rescue some cygnets trapped inside the grille of the Winter Gardens Pumping Station and had successfully relocated them to the other end of the lake.

CL/069/15 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2016 - 17

Members considered the draft timetable of meetings for 2016/17 and **RESOLVED** to approve the dates.

Meeting closed at 4.10pm

Chairman
04th November 2016