

Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

Chairman: Cllr Pat Holden
Vice Chairman: Cllr Carole Mulrone
Town Clerk: Paul Beckerson



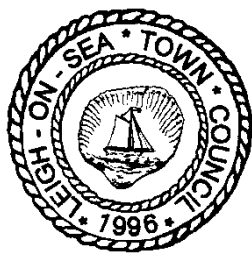
Notice is hereby given that the next meeting of the **Leisure, Foreshore & Environment Committee** of the Leigh-on-Sea Town Council will take place on **Thursday 15th December 2011** at Leigh-on-Sea Town Council, 67 Elm Road, Leigh-on-Sea commencing at 8.00pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE MEETING OF THE 17th November 2011
5. MINUTES OF THE COMMUNITY TRANSPORT SUB-COMMITTEE 29th November 2011 (Appendix 1)
6. ITEMS FOR DISCUSSION
 - a) Leigh Lights SAG Meeting – 9th November 2011 – Report 1983/LLWP (Appendix 2)
 - b) Strand Wharf Working Party – 29th November 2011 – Report 1977/SWWP (Appendix 3)
 - c) Old Town Community Group – 1st December 2011 – Report 1982/OTCG (Appendix 4)
 - d) Town Guide Working Party – 7th December 2011 – Report 1967/TGWP (Appendix 5)
 - e) Youth Facility – Update on maintenance works (Estimate from Contractor) (Appendix 6)
 - f) Leigh Art Trail application for Grant Aid funding £500 (Accounts if available Appendix 7)
7. BUDGETS 2011/12
See – Report 1986/LFE (Appendix 8)

Paul Beckerson
Town Clerk
8th December 2011

Any member who is unable to attend the meeting should send their apologies before the meeting



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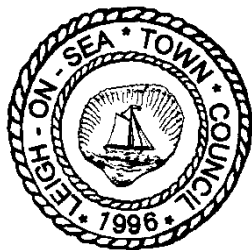
MINUTES OF A MEETING OF THE COMMUNITY TRANSPORT SUB-COMMITTEE HELD AT 10.30 AM ON TUESDAY 29th NOVEMBER 2011 AT THE COUNCIL OFFICES 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Donald Fraser, Margaret Cotgrove, Pat Holden, Carole Mulrone and Paul Lawrence.
Also in attendance Mrs Reta Cocks, Mrs Ruby Frost and Vivien Choppen

1. APOLOGIES FOR ABSENCE
None
2. DECLARATION OF MEMBERS' INTERESTS
None
3. MINUTES OF PREVIOUS MEETING
The minutes of the previous meeting on 20th September 2011 were agreed by the Sub-Committee and signed by the Chairman.
4. MEMBERSHIP UPDATE
The membership of the Community Transport Scheme now stands at 156 members.
5. Report on Trips taken since last Meeting:
 - a. **The Secret Garden**, performed by the Leigh Operatic and Dramatic Society, on Wednesday 19th October at the Palace Theatre. The story was not as well known as expected, which did affect the enjoyment of some members, however it was recognised that it was a difficult production and was well performed. 29 members attended.
 - b. **Leigh Orpheus Male Voice Choir Patrons Concert** on 26th November at Avenue Baptist Church. 22 members enjoyed the varied musical programme, although several remarked on the uncomfortable church seating.
6. Progress on Arrangements made for Future Events:
 - a. **Southend Mencap Music School Christmas Concert**, on Friday 16th December at Highlands Methodist Church. Bookings have been received from 27 members. No charge is made for this concert. The price passed on to members for transport has been increased by £1 for a donation to Mencap. After the performance, which is short lasting approximately one hour fifteen minutes, tea, coffee, biscuits and mince pies will be served. Minibuses have been arranged. Drivers and escorts are to be arranged.
 - b. **Aladdin** on 19th December at Cliffs Pavilion. Bookings have been received from 24 members. Minibuses have been arranged. Drivers and escorts are to be arranged.
7. Proposals for Future Events
The Community Transport Officer was asked to:
 - a. to arrange a trip to see the Palace Centenary Variety Show on Saturday 28th January 2012.
 - b. to investigate the viability of taking a group to the Dixon Studio, on Thursday 9th February 2012, to see 'As if By Magic'

- c. to arrange a trip to the Palace Theatre to see Agatha Christie's Murder on The Nile on Thursday 23rd February 2012.
- d. to arrange a trip to the Plaza Centre to see Red Priest perform the Carnival of Seasons on Friday 23rd March 2012.
- e. to liaise with Cllr David Stanley on the performance dates of Eastwood School's Music Extravaganza.

Next meeting to be held on Tuesday 7th February 2012 at 10.30am.



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Report 1983/LLWP

LEIGH LIGHTS SAFETY ADVISORY GROUP MEETING 9th November 2011

Present: Cllrs Pat Holden, Paul Lawrence and Carole Mulroney; Insp. Brad Dickel (Police), Lisa Fern (SBC Events), Ian Johnson (St John's Ambulance) and Gary Lowen (Carnival)

In attendance: Paul Beckerson (Town Clerk)

The meeting opened at 4.05pm

1. OUTSTANDING ACTIONS

- a) Map of Stallholder placement to be produced and circulated.
- b) Plan of Fair Rides to be provided by Don Drake
- c) Traders Permits to be produced and map of car parking areas.
- d) Procession participants to arrive after 4.30pm
- e) Garry Lowen had recruited 15 stewards for the night and has sufficient Hi-Viz jackets
- f) Ensure traders who were cooking outside were made aware of their responsibilities and had carried out the appropriate risk assessments

2. ROAD CLOSURE AREA

Vehicles were to be allowed in between 4pm and 5pm to unload and like wise at the end between 8pm and 9pm to pack up.

3. BRIEFING MEETING

There would be a briefing at 3pm prior to the event in the Town Council Office.

4. CAR PARKING

30 spaces needed to be cordoned off in the Elm Road Car Park, SBC would require 3 passes.

5. BUSES

Cllr Donald Fraser would supply a list of buses affected by the road closures in order to notify the bus companies.

6. FIRST AID

The ambulance would be placed by the Grand Hotel with a presence by Relish adjacent to the bus stop.

7. STEWARD PACKS

Gary Lowen would require 20 Steward Packs

The meeting closed at 5.05pm



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Report 1977/SWWP

STRAND WHARF WORKING PARTY – 29th November 2011

Present: Cllrs Carole Mulrone (Convenor), Pat Holden and Paul Lawrence

In Attendance: Cllr Richard Herbert and Paul Beckerson (Town Clerk)

The meeting opened at 11.40am

6. STRAND WHARF LEASE

The WP were advised that the lease between the Borough Council and Seaking had been concluded allowing the lessee rights of access to and 2 parking spaces at, Seaking's building. As this now makes it possible for the Town Council to proceed with the Strand Wharf project the following sequence of events is **RECOMMENDED** for confirmation by Leisure Foreshore and Environment Committee –

- Contact the lessee of Seaking with respect to highway matters
- Liaise with Southend Borough Council re highway matters
- Investigate architectural assistance in the preparation of a Quay Plan
- Submit the Quay Plan to Southend Borough Council for approval as prospective Landlord
- Complete lease
- Obtain planning permission for the approved Quay Plan

The meeting closed at 12.20am



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Report 1982/OTCG

OLD TOWN COMMUNITY GROUP Meeting 1st December 2011

Present: Cllrs Carole Mulroney (Chairman), Donald Fraser, Richard Herbert, Pat Holden, Paul Lawrence, Nick James (The Customs House), Lynn Jones (SBC Foreshore Officer)

In attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.34pm

12. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

13. NEW REPRESENTATIVES

A new member Mr Ben Smith had been approached and invited to the meeting.

14. APOLOGIES FOR ABSENCE

Margaret Buckey (Leigh Society), Ian Johnson (Scouts), Julie McCartney (Resident) and Colin Sedgwick (Mike's Boatyard)

15. MINUTES OF THE MEETING OF 6th October 2011

The minutes of the 6th October 2011 were signed as a correct record.

16. REMAINING 2011 EVENTS

Members noted the remaining event for the year Carols on Strand Wharf on Saturday 10th December 2011. Nick James agreed to distribute posters for the event. It was suggested that Karon Grant be contacted re. having the grass on the wharf cut as no reply had been forthcoming from contacting Parks and Gardens.

17. REVIEW OF ACTIONS OR PROGRESS SINCE THE LAST MEETING

a) Glass Collections

Enquiries had been made but only one reply had been received from the Crooked Billet, it would seem that all the pubs used different collection contractors so co-ordination would present some problems. It was however agreed that the emptying of bottle bins late at night might be addressed by having an informal word with Pub Managers.

b) Street Lighting

This had been reported and had been resolved. It was agreed to produce a press release welcoming the prompt action.

c) Letter from the Mayflower

The contents of the reply were noted and the fact that a response had been received was welcomed by the group. It was agreed to respond to Mr Levy to try and get him involved in the work of the group. Both the Sailing Club and the Fishing Co-op had been invited to the meeting and unfortunately hadn't attended. It was agreed to write to all the pubs,

Fisherman's Co-op, Sailing Club, Restaurants and Cocklers (Leigh Shell Fisherman's Association, Mason West)

d) Strand Wharf

The lease between Sea King and SBC had been agreed giving access to two parking spaces across the wharf. The Town Council were now proceeding with its proposed lease and Traffic Order.

e) Signage

It was agreed to write to Andrew Meddle to suggest a sign be placed on Belton Bridge directing people to park at the Railway Station.

18. FLAG POLE

The flag pole had been repaired but required the renewal of a pulley, it was agreed that this work should be carried out subject to reasonable weather conditions. The group **RECOMMENDED** that costs for a flag be obtained with a request that this be funded from the publicity budget.

19. DATE OF NEXT MEETING

The next meeting was set for Tuesday 7th February 2012 at 7.30pm

The meeting closed at 8.37pm



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Report 1987/TGWP

TOWN GUIDE WORKING PARTY 7th December 2011

Present: Cllrs Carole Mulrone (Convenor) and Donald Fraser

In Attendance: Cllrs Pat Holden and Paul Lawrence, Paul Beckerson (Town Clerk)

The meeting opened at 4.15pm

6. The Working Party considered the galley proof issued and made textual amendment and suggested additional photographs. This would be returned to the printers for final proofs.

It was AGREED

1. That the colour theme should be blue
2. That costs be obtained for including the timeline

The meeting closed at 5.45pm

**QUOTE****Flo-skateparks**

DATE: NOVEMBER, 2011

19 STATION ROAD
WHISSENDINE
RUTLAND
UNITED KINGDOM
LE15 7HG
VAT NO 909 8929 65
Phone: 07980 982 745
chris@flo-skateparks.com

Leigh -on-Sea Council

	DESCRIPTION	
Flo-Skateparks	Patch damaged areas of skateparks and repair coping in Bowl Fence off park for 7 days Estimated time for repair = 1 week to allow proper curing and polishing.	£3150.00
TOTAL ex vat		£3150.00
VAT		£678.00
		£3828.00

Quotation prepared by: Flo-skateparks

LFE Budget 2011/12

Heading	B/F 2010/11	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Used
Community Transport*		6,124	3,069.00	10,824	4,898.54	1829.54	5,925	0.00
Flower baskets		0		5,000	0.00	0.00	5,000	0.00
First Aid Provision		0	0.00	1,000	875.00	875.00	125	87.50
Farmers Market*		1,800	1,392.50	2,130	1,678.64	286.14	0	0.00
Strand Wharf	74,408	0		0	0.00	0.00	0	0.00
Leigh Lights*	1,400	4,300	4,693.55	22,303	10,853.80	6160.25	12,849	34.22
Skate Park*				4,000	2,269.24	0.00	1,731	56.73
Padding Pool	1,798	0		0	0.00	0.00	0	0.00
Grants to outside organisations		0		1,750	1,290.00	1290.00	460	73.71
Fishing Festival		800	224.96	2,800	2,522.27	2297.31	-297	90.08
May Day		0	9.48	500	320.00	310.52	189	64.00
Carols on Strand Wharf		0	50.00	500	21.00	-29.00	529	4.20
Easter Event		0	292.42	800	1,155.11	862.69	-63	144.39
Good for Leigh			0.00	500	13.00	13.00	487	2.60
Events Equipment					142.40	142.40	-142	
Community initiatives and recreational facilities				500	740.49	740.49	-240	148.10
Staff costs				6,835	3,555.93	3555.93	3,279	52.03
Totals		13,024	9,731.91	59,442	30,335.42	20,603.51	25,814	51.03
Nett cost				46,418				

* see separate budgets below

13,385 Various

9,183.34

**LFE Community Transport Budget
2011/12**

Community Transport	B/F 2010/11	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Spent
Staff costs				3875	2,019.94		1,855.06	52.13
Ticket sales		6124	3,069.00		0.00		3,055.00	50.11
Trip costs				4752	2,214.00		2,538.00	46.59
Minibus hire				1265	514.00		751.00	40.63
CRB checks				70	0.00		70.00	0.00
Petrol				144	48.93		95.07	33.98
Refreshments				422	101.67		320.33	24.09
CTA membership				150	0.00		150.00	0.00
Midas Training				146	0.00		146.00	0.00
Totals		6124	3069	10824	4898.54		5,925.46	
Nett cost				4700	Actual	1829.54		38.93

LFE Farmers Market Budget 2011/12

Farmers Market	B/F 2010/11	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Used
Stall hire		1800	1,392.50		0.00		142.00	77.36
Hall Hire				1368	1,222.65		200.80	89.38
Leaflet				562	353.00		191.19	62.81
Farmers Market Pay				0	98.84		0.00	
Miscellaneous				0	4.15		-4.15	
Banners				200	0.00		200.00	0.00
Totals		1800	1392.5	2130	1678.64	286.14		
Nett cost				330				

Skate Park Budget 2011/12

Skate Park	B/F 2010/11			Budget Expenditure	Spend to Date		Balance	% Spent
Rent				50	50.00		0.00	100.00
Cleaning				800	635.79		164.21	79.47
Electricity				760	195.63		564.37	25.74
Miscellaneous				190	148.26		41.74	78.03
Skate Park Lighting	12,581.50				351.08		12,230.42	
Skate Park Pay				2200	1,239.56		960.44	56.34
Skate Park Maintenance					0.00		0.00	
Totals				4000	2,269.24		1,730.76	56.73

LFE Leigh Lights Budget 2011/12

Leigh Lights **	B/F 2009/10	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Spent
Column testing				800	750.00		50	93.75
Installation and removal				5638	600.00		5,038	10.64
Storage				1500	780.00			
Replacement bulbs				1035	0.00		1,035	0.00
Electricity				500	0.00		500	0.00
Traders contributions		3500	3,101.60		0.00		398	198.99
Switch-on security				2550	2,924.00		-374	114.67
Entertainers				2600	615.00		1,985	23.65
Road closures, licences etc.				1430	0.00		1,430	0.00
Donations				500	0.00		500	0.00
Charges to stalls, fairs, collections		800	1,591.95		0.00	1,592	-792	198.99
Capital 3rd Phase				4250	4,185.00		65	98.47
Support columns - erect and remove / Storage				1500	999.80		500	66.65
Totals	1400	4300	4,693.55	22303	10,853.80	6,160	12,849	34.22
Nett cost				18003				