



Leigh-on-Sea Town Council



71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson

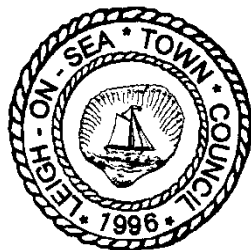
Notice is hereby given that the next meeting of the **Leisure, Foreshore & Environment Committee** of the Leigh-on-Sea Town Council will take place on **Thursday 21st February 2013**, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE MEETING ON 20th DECEMBER 2012
5. ITEMS FOR DISCUSSION
 - a) Easter Event Working Party 10th January 2013 – Report 2152/EEWP – (Appendix 1)
 - b) Town Guide Working Party 15th January 2013 – Report 2154/TGWP - (Appendix 2)
 - c) Coronation Party 2013 – Chairman to Report
 - d) To Approve Repairs and New Bulbs to Festoon Lights in the sum of £825 to be funded from the Leigh Lights – Replacement Bulbs Budget.
 - e) Consider purchase of lights and transformers for use at events – Cllr Paul Lawrence
 - f) Strand Wharf – consideration of Quay Plan – Report 2169/SW – (Appendix 3)
6. BUDGET Report 2166 – 13th January 2013 – (Appendix 4)

Paul Beckerson
Town Clerk
14th February 2013

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



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Easter Event Working Party Meeting Report 2152/EEWP V Moyse Notes of Meeting held with Convenor on 10-1-13

21 January 2013

Present: Carole Mulroney
Caroline Parker
Vanda Moyse

Budget

Budget for this Event is £1050 (Assuming £200 Income)
Last year's budget £800 event finished £294.00 in credit.

It was agreed to make the event more of a fete for children with more activities as small prize for entry and to review the type of stalls ie not so many fairground stalls.

Admin

1. It was agreed to use volunteers such as Brownies/Guides/Cubs etc to help on stalls and to approach older groups to help with set up (VM to write to all groups advising of dates now to allow them to plan) VM
2. Increase circulation of poster advertising the event – nurseries, dance schools and more in shops around Leigh Road, Old Leigh and Belfairs area. We also have C2C who can help with the advertising. CM to prepare poster and flyers for review. VM/CM
3. Alternate requests for donations among wider business community- Offer mentions on LTC website etc. CP
4. Note down the names of the winners of the Easter Bonnet Parade – add names to appropriate thank you letters to prize donors.
5. Buy prizes or get from more children's activity centre. CP
6. Make May Queen role more - use them to lead the Easter Bonnet Parade – for next year – have leaflets on LTC stand to advertise for May Queen.

Layout/Set up

1. Rethink layout of stalls to avoid congestion points. All
2. New bunting – Easter related CP
3. Two gazebos rather than one to accommodate more people in wet weather. VM
4. Check all power connections at least 30 minutes prior to requirement. VM
5. LTC to take their own extra long extension cable. VM
6. Position the programme at higher level at main Library Gate and also position one on the central gazebo. VM
7. More trolleys to avoid cars entering the park – improved on last year but could be improved further. VM
8. Absolutely no vehicles inside other than essential. VM
9. Tea tent – check with Army Cadets or Venture Scouts as to availability VM

Stalls

1. To confirm a space all stall holders to pay in advance – normal practice for events. This encourages attendance. VM
2. Have a wait list of stalls in the event of cancellation during the week previous to the event. VM
3. Stress to stall holders to come with tables, chairs and prepared for wet weather. VM
4. More stalls from Leigh – FHCCP for plant stalls. VM
5. Review quality and type of stalls All
6. Charge all stalls even charity albeit at a reduced rate. VM
7. Get a photo and dimensions of stalls upon booking VM
8. Review offer of parking spaces. CM to approach Clive Shiret about 15 spaces. If he cannot accommodate then agreed not to offer spaces. CM

- | | |
|--|----|
| 9. VM to prepare full list of stalls for WP to make selection | CP |
| 10. Track down Maria McKenna ice cream van | CP |
| 11. Stall price to remain at £20 with £10 for charity stalls | VM |
| 12. LTC stand to advertise future events, Strand Wharf plans, CC schedule, Community Transport, Allotments and Town Plan etc | VM |

Activities

- | | |
|--|----|
| 1. Add more activities - egg & spoon race – 2 age groups plus mums and dads?? – check H&S issues | |
| 1. Egg painting – work with Buttercup Club | |
| 2. Guess the weight of a Simnel cake – VM to approach Café Valise about making Simnel cake | VM |
| 3. Guess the number of eggs in a jar – CM to approach Mr Sims | |
| 4. Get Buttercup Club and childrens groups from the CC involved | |
| 5. Bouncy Castle – Andre Rayson plus giant games | CP |
| 6. Face Painting- may be increase to two as queue gets so long | VM |
| 7. Egg Hunt – spiced up | VM |
| 8. Balloon modeller and magician | VM |

Entertainment

- | | |
|--|----|
| 1. Query P&J – see if he can be repositioned and his show reduced to one show | VM |
| 2. Caza? – see if Caza will do just one show and alternate it with Quackers and/or Paula Puncher | VM |
| 3. Music – some children's and some general – approach D Stanley | CP |
| 4. Query payment for entertainment – keep this to an absolute minimum | VM |

Allocation of Tasks and Preparation of Event Plan

- | | |
|--|----|
| Review Event Plan and allocate actions and tasks and dates to be confirmed and agreed at WP meeting. | VM |
|--|----|



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Town Guide Working Party Meeting Report 2154/TGWP V Moyse

21 January 2013

Notes of Meeting held on 15-1-13

Present: Carole Mulroney Patsy Ryan Vanda Moyse
Donald Fraser David Stanley

It was agreed to give a deadline for final copy to go to the printers of end of July 2013.

Existing Pages

Suggested

Foreward/Welcome

Suggested maybe Jamie Oliver. If not other suggestions need to be sought.

Chairman's Page

New chairman to prepare

Musical Life

DS - Expand to all performing arts – possibly 2 pages

Leigh Society

Art Trail

Include coming back to Community Centre

Regatta

Expand to include other Leigh events

Conservation

Town Plan, Strand Wharf and Elm Road

Leigh for the Young

Scouts, Guides and Youth clubs etc

Local government

Standard as before

Map

As before

Leigh Timeline

In the centre as prepared for last year by CM. Maybe get someone to redesign so it fits better in a double page to be inserted as a pull out in the centre.

Boats

Thames Barges

Belfairs

Replace with Community Centre

Shopping/Food

include The Grand

Hadleigh Country Park & Walks

Include Two Tree Island and RSPB

Churches

As before – David Elcock

History

Check with C2C if they will sponsor.

Check terms of circulation re advertisers and the printers. Is it a waste to circulate to all Leigh residents unless it is a specific requirement. Better to put in places where people congregate and Visitor Centres and advertise on website that hard copy is available from LTC offices for those that wish one.



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Report 2169/CM
Leisure Foreshore and Environment Committee 21 February 2013
Agenda Item 5(f)

19 February 2013

Strand Wharf

The TRO is currently being advertised which will exclude highway users except those authorised who will be SBC, LTC and SeaKing (who under their lease have 2 parking spaces). Legitimate users will have access via lockable bollards.

The draft lease has been received from SBC and is with our solicitors. We have advised SBC that we wish to extend the boundary of the leasehold to the edge of the cottages as now shown on the attached plan edged red, so the plan on page 5 of the brochure will need amending if SBC agree to this.

The attached plan explanation is as follows –

- the cross hatched area is highway (restricted by the TRO)
- blue is the right of access
- pink is for loading and unloading of vehicles
- green edged is retained land (for SBC maintenance purposes)
- yellow edged is access to seawall for maintenance purposes
- green land – no parking of cars or vehicles except for works with no vehicular rights
- brown is the footway – possible cockle path
- yellow hatched – SeaKing car parking
- grey land restriction of highway rights to prevent cars outside of parking spaces

Richard Longstaff who prepared the schemes is here to run through the draft designs which were considered by the Old Town Community Group on Monday so that members at this meeting would have some feedback from the local area. The Group were generally very enthusiastic for the schemes with some amendments. In fact one member described it as 'visionary'.

Amendments suggested include

- a revised design of seating to allow for some seats with backs
- litter bins
- a socket for the maypole
- wheelchair ramp

The Group felt some more investigation should be made about the resin surface material and the type of plants to include some colour. It was felt a double sided seat would be appropriate at the roadside edge of the site and if a decked area was to be included the type of timber needed to be carefully chosen as would the type of bollards.

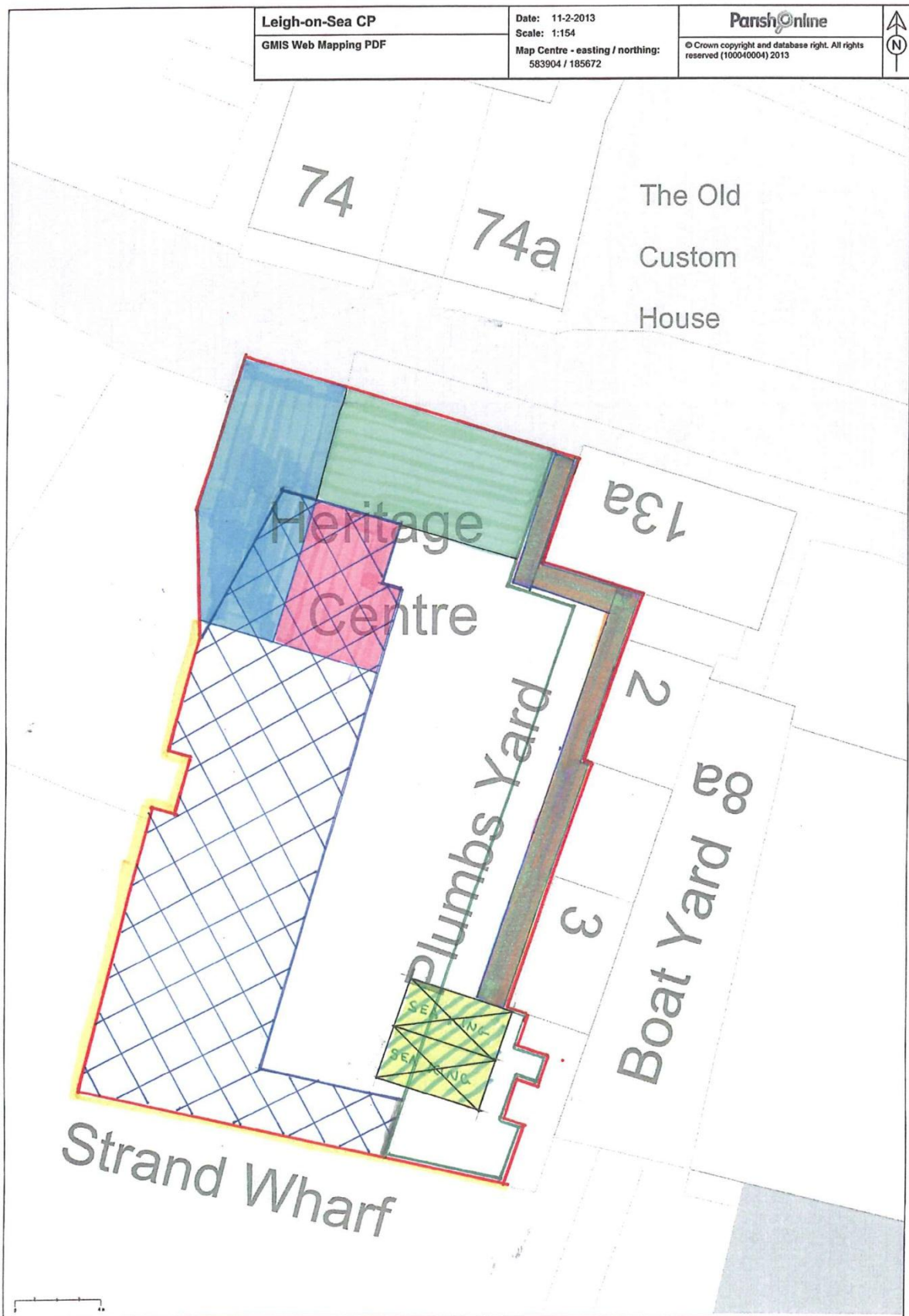
Additional issues that need to be considered are

- negotiations with SeaKing regarding their parking usage on event days
- whether it is necessary to have yellow lines on the wharf with the TRO – CAM undertook to speak to SBC on this
- whether there needs to be a delineation of the highway land to ensure no encroachment onto the remainder. CAM undertook to speak to SBC on this
- the form of displays and historical input
- maintaining cleanliness on the Wharf

Next Steps

Once a final outline scheme has been approved (this will go to Council on 13 March) the plan will be submitted to SBC for Landlord's approval prior to the submission of a planning application. A Bill of Quantities will be provided by a Quantity Surveyor (a clerk of the works will need to be appointed for this work and to oversee the project build). In the meantime an advertisement will be placed to elicit expressions of interest from local builders, prior to formal invitations to tender.

Member's views are sought on the draft schemes so that Richard Longstaff can draw up a revised scheme for submission to Council in March.



LFE Budget 2012/13

Heading	B/F 2011/12	Income Budget	Inc. To Date	Expenditure Budget	Spend to Date	Nett to Date	Balance	% Used
Community Transport*		6,124	3,217.50	11,506	7,284.86	4067.36	4,221	0.00
Flower baskets		0		600	0.00	0.00	600	0.00
First Aid Provision		0	0.00	1,000	1,072.60	1072.60	-73	107.26
Farmers Market*		1,800	1,556.00	2,326	979.78	-576.22	0	0.00
Strand Wharf	74,408	0		0	0.00	0.00	0	0.00
Leigh Lights*		4,300	4,157.54	17,637	13,070.92	8913.38	4,566	66.83
Skate Park*	3,078			5,785	8,586.24	0.00	277	96.88
Paddling Pool	1,798	0		0	0.00	0.00	0	0.00
Grants to outside organisations		0		500	776.19	776.19	-276	155.24
Fishing Festival		800	150.92	3,000	2,756.92	2606.00	-406	91.90
May Day		0	34.54	389	423.09	388.55	0	108.76
Carols on Strand Wharf		0	307.58	500	375.40	67.82	432	75.08
Easter Event		0	219.72	627	851.57	631.85	-5	135.82
Good for Leigh / Jubilee Event			793.15	663	1,187.65	394.50	268	179.20
Events Equipment				421	461.90	461.90	-41	109.65
Community initiatives and recreational facilities				200	440.00	440.00	-240	220.00
Staff costs				17,718	9,161.61	9161.61	8,556	51.71
Totals		13,024	10,436.95	62,872	47,428.73	36,991.78	12,856	75.44
Nett cost				49,848	38,267.12			

* see separate budgets below

5,500 Various

5,766.81

**LFE Community Transport Budget
2012/13**

Community Transport	B/F 2011/12	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Spent
Staff costs				4557	3,957.12		599.88	86.84
Ticket sales		6124	3,217.50		0.00		2,906.50	52.54
Trip costs				4752	2,348.57		2,403.43	49.42
Minibus hire				1265	395.00		870.00	31.23
CRB checks				70	30.00		40.00	42.86
Petrol				144	0.00		144.00	0.00
Refreshments				422	0.00		422.00	0.00
CTA membership				150	254.17		-104.17	169.45
Midas Training				146	300.00		-154.00	205.48
Totals		6124	3217.5	11506	7284.86		4,221.14	
Nett cost				5382	Actual	4067.36		75.57

LFE Farmers Market Budget 2012/13

Farmers Market	B/F 2011/12	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Used
Stall hire		1800	1,556.00		0.00		244.00	86.44
Hall Hire				1368	555.75		812.25	40.63
Leaflet				550	263.00		287.00	47.82
Farmers Market Pay				208	154.50		53.50	
Miscellaneous				0	6.53		-6.53	
Banners				200	0.00		200.00	0.00
Totals		1800	1556	2326	979.78	-576.22		
Nett cost				526				

Skate Park Budget 2012/13

Skate Park	B/F 2011/12			Budget Expenditure	Spend to Date		Balance	% Spent
Rent				50	50.00		0.00	100.00
Cleaning				800	869.42		-69.42	108.68
Electricity				760	256.99		503.01	33.81
Miscellaneous				190	622.61		-432.61	327.69
Skate Park Pay				2985	2,394.22		590.78	80.21
Skate Park Maintenance	3078			1000	4,393.00		-315.00	107.72
Totals	3078			5785	8,586.24		276.76	96.88

LFE Leigh Lights Budget 2012/13

Leigh Lights **	B/F 2011/12	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Used
Column testing				800	750.00		50	93.75
Installation and removal				6650	4,920.91		1,729	74.00
Storage				1900	1,355.00		545	71.32
Replacement bulbs				1035	0.00		1,035	0.00
Electricity				300	0.00		300	0.00
Traders contributions		3500	2,381.00		0.00		-1,119	68.03
Switch-on security				3000	2,332.00		668	77.73
Entertainers				0	65.00		-65	
Road closures, licences etc.				3000	3,035.68		-36	101.19
Charges to stalls, fairs, collections		800	1,776.54	800	612.33	1,164	364	145.53
Capital Renewals				1000	0.00		1,000	0.00
Support columns - erect and remove / Storage				1352	0.00		1,352	0.00
Totals		4300	4,157.54	17637	13,070.92	8,913	4,566	66.83
Nett cost				13337				