



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

Chairman: Cllr Caroline Parker  
Vice Chairman: Cllr Paul Lawrence  
Town Clerk: Paul Beckerson



QUALITY  
TOWN  
COUNCIL

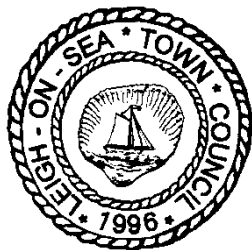
Notice is hereby given that the next meeting of the **Leisure, Foreshore & Environment Committee** of the Leigh-on-Sea Town Council will take place on **Thursday 19<sup>th</sup> December 2013**, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE MEETING ON 21<sup>st</sup> NOVEMBER 2013
5. COMMUNITY TRANSPORT SUB-COMMITTEE MINUTES – 10<sup>th</sup> December 2013 – (Appendix 1)
6. ITEMS FOR DISCUSSION
  - a) Lights Debrief Meeting – 3<sup>rd</sup> December 2013 – Report by Cllr P Holden (Appendix 2)
  - b) Flower Baskets – Agreement of final positions of flower baskets and any budgetary implications for 2014 – Cllrs Pat Holden and Richard Herbert
  - c) Carols on Strand Wharf – Report back – Cllr Pat Holden
7. RECONSIDERATION OF LF&EC BUDGET 2014/15 referred back from F&GPC with particular reference to Leigh Lights – (Appendix 3)
8. BUDGET Report 2299 – 10<sup>th</sup> December 2013 – (Appendix 4)

Paul Beckerson  
Town Clerk  
10<sup>th</sup> December 2013

**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 10<sup>th</sup> DECEMBER 2013 AT THE LEIGH COMMUNITY CENTRE,  
71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Donald Fraser, Margaret Cotgrove, Pat Holden, Paul Lawrence and Carole Mulroney.

Also in attendance, Mr Brian Houssart MBE, Jan Andrews and Vivien Choppen (CTO).

***Meeting started 10.30am***

**1. APOLOGIES FOR ABSENCE**

Ruby Frost

**2. DECLARATION OF MEMBERS' INTERESTS**

None

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting on 8<sup>th</sup> October 2013 were agreed by the sub-Committee and signed by the Chairman.

**4. MEMBERSHIP UPDATE**

The membership of the Community Transport Scheme currently stands at 164 members.

**5. REPORT ON TRIPS TAKEN SINCE LAST MEETING:**

a. 16 of our classical music enthusiasts found the visit to the Plaza Centre to see the Chamber Ensemble of London on Friday 18<sup>th</sup> October was most enjoyable.

b. As usual the Leigh Operatic and Dramatic Society put on a great production of A Christmas Carol on Thursday 28<sup>th</sup> November at the Palace Theatre. 26 members and helpers attended.

c. The Christmas Lunch, organised at the Sarah Moore on Tuesday 2<sup>nd</sup> December, proved to be a great success. 41 members attended. The staff of the Public House provided great food, served us all well and together with a few helpers providing transport and clearing plates a great party atmosphere was enjoyed.

**9. PROGRESS ON ARRANGEMENTS FOR FUTURE EVENTS:**

a. To date 18 tickets have been reserved for Beauty & the Beast being performed at the Belfairs Academy on Thursday 12<sup>th</sup> December. Transport arrangements are in hand. The Academy have kindly reserved seats for our members.

## 10. **FUTURE PROGRAMME OF EVENTS**

Owing to harsh weather often experienced in January and February and the long dark nights the Committee agreed to not arrange any theatre trips during these months but to look to the spring to start the programme again.

The Community Transport Officer was tasked with:

- a. Organising a visit to the Palace Theatre to see Classic Ghosts on Thursday 6<sup>th</sup> March 2014 This is a double presentation of ghost stories – The Signal Man by Charles Dickens and Oh, Whistle and I'll Come to You, My Lad by M R James.
- b. Organising a trip to the Plaza Centre to see the Choir of Claire College Cambridge on Friday 21<sup>st</sup> March 2014.
- c. Consulting with others on a suitable date in April 2014 to arrange an event including two short talks on Leigh and the Coming of the Railway with afternoon tea at the Community Centre.

***Meeting ended 11.12 am***

Vivien Choppen  
**Community Transport Officer**  
10<sup>th</sup> December 2013

Next meeting Tuesday 25<sup>th</sup> February 2014 at 10.30 am



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## Lights debrief 2013 03/12/2013 at 11am in Leigh Town Council

Present Cllrs P Holden, P Lawrence, C Mulroney; LTC Staff V Moyse, H Symmons; Police Insp B Dickel; SBC Officers A Watling, L Ferne, S Fox; SCA G Lowen; St John Ambulance I Johnson

### 1 Timetable

The timetable below for 2013 was basically the same as previously.  
There were discussions about changing it in the future.

Road closures	4.00pm
Entertainment starts	5.00pm
Procession reaches Broadway West & Switch on	6.30pm
Event ends	8.00pm
Roads reopen – staggered by Police, aim at	9.00pm

### 2 Switch on

Agreed that, if possible, all the lights should switch on together.  
Clear written instructions of what is required should be agreed with contractor.

### 3 Lighting

Optimise all the lights we have. Possibly swap spare bigger lights with small ones in Leigh Road and move them further out.

### 4 Policing

Make sure that all Library gates are shut – in 2013 the one by the church was open.  
Much discussion about, though no solutions to pinch point outside the Church.  
After event, Police prefer that they are left to disperse kids rather than give them something to hang around for.  
Police car with blues on, driving up and down Broadway worked well, though most kids were reasonable and had left the road.

### 5 Security

Ask how many men turned up – no overall leadership – didn't follow orders, though some individuals were good.  
If we have a new contractor, check they understand exactly what is required. Back up instructions with written notes  
Need a Command team meeting well in advance, then a refresher a week before

### 6 Stewarding

There can be earlier briefings but there must be one all together to ensure consistency of requirements.  
After the briefing in office, walk round for 'street briefing' to ensure everyone understands their instructions.  
Have a 'Stewards' Notes' pack with bullet points, as a refresher.  
Some Army Cadets were very good – some may have been a bit young.

**7 Road Closures/Traffic Issues**

Ensure everyone knows same info about when parking tickets will be issued.

If we can have no stalls or limited no, the roads could be closed for shorter time. Organisation must be tight.

We could have just a few stalls/street market in Elm Road

We have good maps now of where RTO notices have to go.

Need an extra 'Road closed ahead' sign at bottom of Cranleigh Drive.

**8 Communications**

Radios were not good – do we need another system? In-ear pieces were no good. Possibly see if Sean from Metal can manage communications system.

**9 First Aid**

Need 2 mobile ambulances as well as static station

**10 Regulatory Services**

They need all contact details for food providers (where do we supply these?)

Food providers need 4 or 5 star rating in relevant provision on the night.

Charities doing food still need to comply with all regulations.

Next year tell traders that they will be checked and that none of those checked in 2013 complied; some food providers had to be closed.

Will Sheira send electronic version of food regulations and her 'short checklist'

We can remind providers, by way of help, what they are expected to do.

Officers need passes to get in road closure

**11 Procession**

If same length and same direction, can they disperse down Chalkwell Park Drive, so they can keep processing to the end. Ensure everyone knows dispersal arrangements

Possibly reverse parade order, ending at Marine Parade.

If parade is as big, need more line-up space.

As Santa drove wrong way for second year & was advertising his organisation on a loudspeaker, we will not have the same Santa next year. W or TB Rotary has sleighs

Need a facility to leave buckets and badges at end of parade

**12 Rubbish/Street Cleaning**

Worked well with periodical sweeping and collection at end

## Sheet 5

## LFE Budget 2nd Draft - 17-10-13

<b>Heading</b>	<b>Income</b>	<b>Expenditure</b>
Community Transport*	4000	10461
Flower baskets	0	6000
First Aid Provision	0	1000
Farmers' Market*	2040	2264
Strand Wharf	0	0
Leigh Lights*	3750	26150
Paddling Pool	0	0
Grants to outside organisations	0	1500
Maritime Festival	0	2000
May Day	0	450
Carols on Strand Wharf	0	200
Easter Event	0	900
WW1 / LCC Cent Events		500
Good for Leigh		500
Events Equipment		500
Town Guide		200
Community initiatives and recreational facilities		500
Staff costs		10021.98
Totals	9790	63146.98
Nett cost		53356.98

\* see separate budgets below

<b>Community Transport</b>	<b>Income</b>	<b>Expenditure</b>
Staff costs		4051
Ticket sales	4000	
Trip costs		3900
Minibus hire		1300
CRB checks		200
Petrol		200
Refreshments		150
CTA membership		270
Midas Training		200
Misc		130
Driver Licence Verification		60
Totals	4000	10461
Nett cost		6461

<b>Farmers Market</b>	<b>Income</b>	<b>Expenditure</b>
Stall hire	2040	
Hall Hire		1884
Leaflet		380
Banners		0
Totals	2040	2264
Nett cost		224

<b>Skate Park</b>	<b>Income</b>	<b>Expenditure</b>
Rent		50
Cleaning		900
Electricity		450
Miscellaneous		200
Staff costs		2751
Skate Park Maintenance Prog		1000
Totals		5351

<b>Leigh Lights</b>	<b>Income</b>	<b>Expenditure</b>
Column testing		1450
Installation and removal		6700
Storage		2400
Power		300
Replacement bulbs / renewal		1100
Traders contributions	2500	
Switch-on security		3000
Entertainers		1000
Road closures, licences etc.		4500
Donations	700	700
First Aid		1500
<b>Capital Renewals</b>		2000
Charges to stalls, fairs	550	
Support columns - erect and remove plus storage		1500
Totals	3750	26150
Nett cost		22400

**LFE Budget 2013/14**

Heading	B/F 2012/13	Income Budget	Inc. To Date	Expenditure Budget	Spend to Date	Nett to Date	Balance	% Used
Community Transport*		4,500	3,020.00	11,437	4,766.60	1746.60	5,190	0.00
Flower baskets	600	0		5,500	600.00	600.00	5,500	12.24
First Aid Provision		0	0.00	1,000	1,018.58	1018.58	-19	101.86
Farmers Market*		2,040	1,431.00	2,264	1,197.44	-233.56	458	0.00
Strand Wharf	73,238	0		0	0.00	0.00	73,238	0.00
Leigh Lights*	271	3,250	3,489.00	20,538	4,491.30	1002.30	16,557	5.80
Skate Park*				6,538	4,356.90	0.00	2,181	66.64
Paddling Pool	1,798	0		0	0.00	0.00	1,798	0.00
Grants to outside organisations		0		1,000	1,128.00	1128.00	-128	112.80
Maritime Festival		0	150.00	1,500	150.00	0.00	1,500	0.00
May Day		0	22.87	332	354.40	331.53	0	99.86
Carols on Strand Wharf		0	0.00	200	21.00	21.00	179	10.50
Easter Event		200	212.31	788	800.00	587.69	0	99.95
Coronation Event**	600		185.13	0	772.17	587.04	13	97.84
Good for Leigh			0.00	200	64.72	64.72	135	32.36
Events Equipment**	700			400	1,636.39	1636.39	-536	148.76
Town Guide				400			400	0.00
Community initiatives and recreational facilities				2	2.35	2.35	0	117.50
Staff costs				11,774	7,767.89	7767.89	4,006	65.98
<b>Totals</b>	<b>77,207</b>	<b>9,990</b>	<b>8,510.31</b>	<b>63,873</b>	<b>29,127.74</b>	<b>20,617.43</b>	<b>110,473</b>	<b>15.73</b>
Nett cost				53,883	21,359.85			

\* see separate budgets below

\*\*Various

1,300

4,622 Various

4,358.72

110,473 106,467



**LFE Community Transport Budget  
2013/14**

<b>Community Transport</b>	<b>B/F 2012/13</b>	<b>Income</b>	<b>Inc. To Date</b>	<b>Expenditure</b>	<b>Spend to Date</b>	<b>Nett to Date</b>	<b>Balance</b>	<b>% Spent</b>
Staff costs				5127	2,406.63		2,720.37	46.94
Ticket sales		4500	3,020.00		0.00		1,480.00	67.11
Trip costs				3900	720.27		3,179.73	18.47
Minibus hire				1300	497.90		802.10	38.30
CRB checks				200	0.00		200.00	0.00
Petrol & Misc.				280	42.00		238.00	15.00
Refreshments				150	954.80		-804.80	636.53
CTA membership				270	0.00		270.00	0.00
Midas Training				210	145.00		65.00	69.05
Totals		4500	3020	11437	4766.6		5,190.40	
Nett cost				6937	Actual	1746.6		25.18

**LFE Farmers Market Budget 2013/14**

<b>Farmers Market</b>	<b>B/F 2012/13</b>	<b>Income</b>	<b>Inc. To Date</b>	<b>Expenditure</b>	<b>Spend to Date</b>	<b>Nett to Date</b>	<b>Balance</b>	<b>% Used</b>
Stall hire		2040	1,431.00		0.00		609.00	70.15
Hall Hire				1884	760.32		1,123.68	40.36
Leaflet				380	0.00		380.00	0.00
Farmers Market Pay				0	0.00		0.00	
Miscellaneous				0	437.12		-437.12	
Banners				0	0.00		0.00	
Totals		2040	1431	2264	1197.44	-233.56	457.56	
Nett cost				224				

**Skate Park Budget 2013/14**

Skate Park	B/F 2012/13			Budget Expenditure	Spend to Date		Balance	% Spent
Rent				50	0.00		50.00	0.00
Cleaning				850	794.40		55.60	93.46
Electricity				450	135.13		314.87	30.03
Miscellaneous				110	238.30		-128.30	216.64
Grass Cutting				760	0.00		760.00	0.00
Skate Park Pay				3318	2,174.19		1,143.81	65.53
Skate Park Maintenance				1000	1,014.88		-14.88	101.49
Totals				6538	4,356.90		2,181.10	66.64

**LFE Leigh Lights Budget 2013/14**

Leigh Lights **	B/F 2012/13	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Used
Column testing				800	3,920.00		-3,120	490.00
Installation and removal				6500	0.00		6,500	0.00
Storage				2000	0.00		2,000	0.00
Replacement bulbs				1100	0.00		1,100	0.00
Electricity	271.33			300	271.33		300	90.44
Traders contributions		2000	2,255.00		0.00		255	112.75
Switch-on security				2000	0.00		2,000	0.00
Entertainers				1000	125.00		875	12.50
Road closures, licences etc.				2610	174.97		2,435	6.70
Charges to stalls, fairs, collections		1250	1,234.00	700	0.00	1,234	1,234	
Capital Renewals				2028	0.00		2,028	0.00
Support columns - erect and remove / Storage				1500	0.00		1,500	0.00
Totals	271.33	3250	3,489.00	20,538.00	4,491.30	1,002	16,557	5.80
Nett cost				17288				