

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 Richard Herbert
Vice Chairman: Cllr Syrie Cox
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 25th September 2014**, 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 17th JULY 2014
5. EVENT REVIEW & PROPOSALS - Report 2407/HS – Officer's Report (Appendix 1)
6. CINDER PATH SHELTER DAMAGE UPDATE – Officer's Report – Information Update

SBC are investigating costs for structural repairs the outcome will dictate what options the Council will have to consider.

7. LEIGH REGATTA EVENT REPORT – Cllr Pat Holden (Verbal Report)
8. TRANSFER OF GRANT FUNDING TO LEIGH LIONS FOR LEIGH REGATTA – Information only

F&GPC on 2nd September 2014 Minute 60, approved the payment of the £500 grant to Leigh Lions who had taken over the organisation of the event.

9. GREEN GYM PROJECT SELECTION OF SUPPLIER – Officer's Report

Quotations have been obtained from three companies, the Committee is requested to select the preferred supplier so that the grant application can be prepared and submitted to 'Awards For All'. In the event that there is a shortfall in funding or the bid is unsuccessful a bid will be made to F&GPC to the Capital Projects Fund to enable completion of the project.

The existing grant of £5,000 must be used by the 31st March 2015 when the Trust ceases to exist.

The Committee is **RECOMMENDED** to select the preferred supplier, agree an application to 'Awards For All' for the balance, to submit the scheme to Council for approval. Once the funding is finalised and the scheme approved that implementation of the project be delegated to the Town Clerk.

10. REQUEST FROM LEIGH MARITIME CIC FOR SUPPORT AND GRANT – Officer's Report (Appendix 2)

The Committee is requested to consider the application from Leigh Maritime CIC for grant funding and a letter of support as set out in appendix 2. If the Committee are mindful to give grant funding it would come from the Outside Organisation Grants Budget.

11. RAILWAY STATION AREA LITTER CLEARANCE – Officer's Report – Information Only

The Payback Team are undertaking litter clearance work around the railway, this has been organised by the Senior Administrator.

The Committee is **requested** to suggest other locations where this service could be used.

12. APPOINTMENT OF QUANTITY SURVEYOR AND CONTRACT ADMINISTRATOR – Officer's Report – Report 2408/PB (Confidential Appendix 1). **It may be necessary to go into exempt business.**

It is **RECOMMENDED** that the Council appoint the company to undertake the work as outlined in the proposal for a fee of 2.60% and 2.30% of the construction cost respectively.

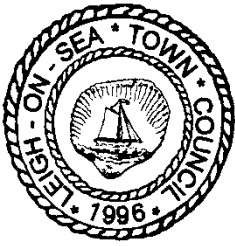
That the Committee authorises the QS to prepare the cost budget, to be submitted to F&GPC and Council for final approval of the project and that the Town Clerk be delegated to proceed with the implementation of the project in consultation with the Strand Wharf Working Party.

13. BUDGET Report 2408 – 16th September 2014 – (Appendix 3)



Paul Beckerson
Town Clerk
18th September 2014

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



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Report 2407/HS

Event Officer's Report for LF&E Meeting 25th September 2014

SUBJECT – 2015 EVENTS

Although 2014 Events are yet to be completed, it seems prudent to start discussing events for the 1st half of 2015.

2014 Events

Easter – completed

Budget £800 Income £250 Expenditure £1120

Budget exceeded by £70 – due to hire of van £130

Money raised charity £335

Attendance estimated to be 2000 Attendance per head spend c. 43p Precept spend c. 6p

Donation of 516 eggs plus Easter bonnet prizes

May Day – postponed

Leigh Maritime Festival – completed

Budget £3,500 Income £275 Expenditure £3704 (incl. £88 for burst tyre!)

Under budget by £71

Money raised for charity £322

Sponsorship for posters and programmes

Attendance estimated to be 3000 Attendance per head spend c. 87p Precept spend c. 22p

Great War Commemoration – completed

Successfully and completely organised by CM

This was extremely well attended (although not by councillors) and raised over £650 for the British Legion Poppy appeal and Help for Heroes. The canteen in the interval was run by the Leigh Society who are thanked for stepping into to handle this and thanks to Waitrose (through Cllr Parker), Cllr Cotgrove and Ros for their donations towards the refreshments.

The costs incurred for the event were £60 advertising in the Leigh Times and £76.61 for refreshments.

LCC Centenary – Friends event being organised

Night of the Lights – to be held

Small Business Saturday – to be held

Carols on Strand Wharf – to be held

Community Panto – to be held

2015 Events recommended for 1st half of the year

Easter – Saturday 4th April

Style of the event to remain the same. Revised layout. Better emphasis on Bonnet/Hat parade.

Continue with combination of free entertainment, activities and paying stalls

Try for additional sponsorship of some items

Requested budget £1,000

Strand Wharf May Day re-opening – Monday 4th May

Event centred around Strand Wharf with ‘curtain cutting’ ceremony, raising of Flag and May Day celebrations. However, would very much like to add an element to it in the Foundry car park which would be self-funding to cover the cost of this and draw in a wider audience and add to the holiday occasion – an Italian food market.

Requested budget £500 (Strand Wharf side only)

Leigh Maritime Festival – Sunday 26th July High tide is 13.11GMT = 14.11 BST

With the initial impetus of this inaugural event in 2014, I believe to establish it further it needs to proceed in 2015. Alas it will clash with the Whitstable Oyster Festival but this did not impinge on us. 2014 date did clash with Harwich Sea Festival but only took away one or two potential participants and by settling dates early, we can book them before Harwich. Alas 2015 will clash with Scout camps but this did not lessen our event and did enable us to use The Den.

Would like to expand the Kids Zone on Strand Wharf to encompass Foundry car park as other stalls with a focus on children can be sited here e.g. ZSL. Would also like to get White Bus involved for Seaside Screenings if LSC available again. On Victoria Wharf would like to try and implement a cockle/seafood ‘party’ area, along the style of how the Swedish have a crayfish party i.e. tressle tables etc. This would then focus all stalls in Bell Wharf and the Victoria Car park and create a much better atmosphere.

In the light of changes to Old Town Events it may be prudent to discuss the way forward with other organisers.

Comment to Councillors

I believe Councillors should be proud of the community events we provide for Leigh Residents who pay the precept for LTC. Many residents have no idea of the work of the LTC therefore for the majority this is the only thing they see for their precept money which is great value to them enhancing Leigh life.

As my experience within the role grows, I am hoping other businesses etc. will wish to sponsor elements of our events to add to the community effect of the events and allow our budgeting to remain prudent.

Following the final events of the year, I will provide a further report early in 2015 regarding 2nd half of the year events.

Leigh Maritime CIC

Company No. 8645388

Registered in England and Wales

Registered Office
10 Harley Street
Leigh-on-Sea
Essex SS9 2NJ

Mr Paul Beckersen
Town Clerk
Leigh-on-Sea Town Council
Leigh Community Centre
71-73 Elm Road
Leigh-on-Sea
Essex SS9 1SP

28th March 2014

Dear Paul

Re: Maritime Museum in Leigh

Members of our steering group include local fishermen, councillors, museum professionals and local historians. We all share the same love of Leigh and its rich maritime heritage. We all give our time freely and many are able to add much needed professional expertise. There have however, been inevitable direct costs, examples are setting up the Community Interest Company, Leigh Maritime CIC, and the production of twelve 'mood' boards which reflect Leigh's unique maritime history, including its ship building and fishing industries. These boards are used at public events and are on permanent display in the Old Town. During the next few months we want to develop our website and strengthen publicity. This will help to attract further local interest which in turn will add weight to our grant funding applications.

We acknowledge with grateful thanks the help already received from the Town Council. The bursary granted has allowed us to hold meetings in the community centre without room hire charges.

As we push forward there will be an inevitable increase in expenses, including printing, postage, web design and possible legal costs associated with lease negotiations. On behalf of the steering group I am writing to ask the Town Council to consider offering further support to the project.

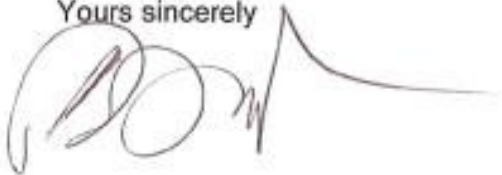
Firstly, by considering a cash contribution by way of a grant to help towards our direct costs falling due in the near future; and secondly to provide a letter of support which we can use in conjunction with grant applications to funding organisations. In this latter

respect we are enclosing a sample letter which you may wish to use. We have received similar letters of support from local organisations including Southend Borough Council.

For information and assistance please also find enclosed our vision and aims document. These were formally agreed and adopted by the steering group at its meeting in May 2013.

In conclusion we hope that you will feel the project is worthy of your continued support on behalf of the community of Leigh and look forward to receiving your reply at your earliest convenience.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Peter Dolby', with a long horizontal flourish extending to the right.

Peter Dolby
Chairman – Steering Group

A handwritten signature in blue ink, appearing to be 'Russell Clark', with a long horizontal flourish extending to the right.

Russell Clark
Chairman – Leigh Maritime CIC

LEIGH MARITIME CIC

Our vision is to inspire current and future generations to celebrate, connect and participate in the rich maritime history of Leigh-on-Sea

1. Our Aims

- a) To create a permanent site in Old Leigh for the public display of artefacts, exhibitions and public programming which celebrate the unique maritime heritage of Leigh-on-Sea and its connections with the people of Leigh.
- b) To create an exciting and accessible visitor experience which enables people to understand the importance of the sea to Leigh and how it has shaped the community we live in today.
- c) To be a repository for artefacts, documentation and oral histories on Leigh's maritime heritage which is accessible to all.
- d) To put people's experience of the sea at the heart of that story

2. Our approach

We believe that Leigh's maritime heritage is a significant part of the history of the River Thames Estuary and the surrounding waterside communities. We want that maritime heritage to be well documented, displayed and valued for all who visit or reside in Leigh to access.

We particularly want to engage in the educational life of our community and provide a resource and place of interest for future generations of Leigh and its visitors. To this end we want to work with local schools, Children's Centres and colleges to embed our offer into the work of wider learning communities.

We wish to work with other organisations, such as the Leigh Heritage Centre, to provide a cohesive and well balanced set of facilities documenting all aspects of Leigh and the Estuary's heritage.

We wish to develop Leigh Maritime with the full participation and engagement of our community to build a richly layered, representative and relevant interpretation of their maritime heritage which they feel ownership of.

We want to create an exciting visitor experience which maximises the opportunity for participation and dialogue amongst our users.

We wish to work in partnership with the Leigh Town Council to build a dynamic, vibrant and sustainable programme of maritime cultural activity for Leigh.

Mr. Russell Clark
Chairman
Leigh Maritime CIC
15 Carlton Drive
Leigh-on-Sea
Essex
SS9 1DE

Dear Mr. Clark

A Maritime Museum for Leigh on Sea

I am writing on behalf of Leigh-on-Sea Town Council to express our support for Leigh Maritime CIC's project to develop a Maritime Museum in Old Leigh, which we see as a valuable contribution to the preservation and enhancement of the heritage of Leigh, as well as a worthwhile addition to the area for the benefit of both the local community and tourism.

The Town Council is committed to improving facilities for the community and this project will clearly compliment our aim, particularly but not solely in portraying the working life of the Leigh fishing fleet over many years.

An additional heritage attraction of this nature will encourage more visitors and educational visits, with enhanced benefits to the town in general, and thus, in turn, local businesses. It will encourage greater interest and use of the area by all groups within the local community and, together with the existing Heritage Centre, commercial art and craft galleries in the immediate area, make a more attractive visitor experience, not only in the summer months but throughout the year.

We have been pleased to provide some initial seed funding to help towards the project and have also been able to accommodate their steering group meetings in our offices under a bursary arrangement.

We support Leigh Maritime's plans and very much hope that this exciting project goes forward.

Yours sincerely

LFE Budget 2014/15

Heading	B/F 2013/14	Income Budget	Inc. To Date	Expenditure Budget	Spend to Date	Nett to Date	Balance	% Used
Community Transport*		4,000	1,138.50	9,461	3,459.54	2321.04	3,140	0.00
Flower baskets	5,500	0		6,000	0.00	0.00	11,500	0.00
First Aid Provision		0	0.00	1,000	350.00	350.00	650	35.00
Farmers Market*		2,040	947.00	2,264	224.12	-722.88	947	0.00
Strand Wharf	73,238	0		0	4,367.50	4367.50	68,871	-5.96
Leigh Lights*	2,000	3,750	50.00	26,150	3.81	-46.19	24,446	-0.21
Skate Park*				5,351	1,895.87	0.00	3,455	35.43
Paddling Pool	1,798	0		0	0.00	0.00	1,798	0.00
Grants to outside organisations		0		1,500	500.00	500.00	1,000	33.33
Leigh Maritime Festival	1,500	0	397.21	2,000	3,858.15	3460.94	39	98.88
May Day		0	0.00	450	22.87	22.87	427	5.08
Carols on Strand Wharf		0	0.00	200	76.41	76.41	124	38.21
Easter Event		0	434.89	900	1,253.07	818.18	82	90.91
WW1/LCC Centenary Events/Inflatables			717.34	500	356.36	-360.98	861	-72.20
Good for Leigh			0.00	500	0.00	0.00	500	0.00
Events Equipment**				500	432.06	432.06	68	86.41
Electric Point LHC					0.00	0.00	0	
Town Guide				200	0.00	0.00	200	0.00
Community initiatives and recreational facilities				500	1.00	1.00	499	0.20
Staff costs				8,368	4,281.19	4281.19	4,087	51.16
Totals	84,036	9,790	3,684.94	65,844	21,081.95	17,397.01	122,693	12.42
Nett cost				56,054	16,800.76			

* see separate budgets below

**Various

1,500

7,250 Various

4,950.48**122,693** 118,606

**LFE Community Transport Budget
2013/14**

Community Transport	B/F 2013/14	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Spent
Staff costs				4051	2,233.19		1,817.81	55.13
Ticket sales		4000	1,138.50		0.00		2,861.50	28.46
Trip costs				2900	781.95		2,118.05	26.96
Minibus hire				1300	289.40		1,010.60	22.26
CRB checks				200	0.00		200.00	0.00
Petrol & Misc.				330	25.00		305.00	7.58
Refreshments				150	0.00		150.00	0.00
CTA membership				270	0.00		270.00	0.00
Midas Training				260	130.00		130.00	50.00
Totals		4000	1138.5	9461	3459.54		3,139.96	
Nett cost				5461	Actual	2321.04		42.50

LFE Farmers Market Budget 2013/14

Farmers Market	B/F 2013/14	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Used
Stall hire		2040	947.00		0.00		1,093.00	46.42
Hall Hire				1884	216.00		1,668.00	11.46
Leaflet				380	0.00		380.00	0.00
Farmers Market Pay				0	0.00		0.00	
Miscellaneous				0	8.12		-8.12	
Banners				0	0.00		0.00	
Totals		2040	947	2264	224.12	-722.88	946.88	
Nett cost				224				

Skate Park Budget 2013/14

Skate Park	B/F 2013/14			Budget Expenditure	Spend to Date		Balance	% Spent
Rent				50	0.00		50.00	0.00
Cleaning				900	388.96		511.04	43.22
Electricity				450	99.43		350.57	22.10
Miscellaneous				200	90.72		109.28	45.36
Grass Cutting				0	0.00		0.00	
Skate Park Pay				2751	1,316.76		1,434.24	47.86
Skate Park Maintenance				1000	0.00		1,000.00	0.00
Totals				5351	1,895.87		3,455.13	35.43

LFE Leigh Lights Budget 2013/14

Leigh Lights **	B/F 2013/14	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Used
Column testing				1450	0.00		1,450	0.00
Installation and removal				6700	0.00		6,700	0.00
Storage				2400	0.00		2,400	0.00
Replacement bulbs				1100	0.00		1,100	0.00
Electricity				300	0.00		300	0.00
Traders contributions		2500	50.00		0.00		-2,450	2.00
Switch-on security				3000	0.00		3,000	0.00
Entertainers				1000	0.00		1,000	0.00
Road closures, licences etc.	2000			6000	0.00		8,000	0.00
Charges to stalls, fairs, collections		1250	0.00	700	3.81	-4	-4	
Capital Renewals				2000	0.00		2,000	0.00
Support columns - erect and remove / Storage				1500	0.00		1,500	0.00
Totals	2000	3750	50.00	26,150.00	3.81	-46	24,446	-0.21
Nett cost				22400				