



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
Town Clerk: Paul Beckerson (Helen Symmons – Acting)

Notice is hereby given that a meeting of the **Environment and Leisure Committee** of the Leigh-on-Sea Town Council will take place on **Tuesday 21st February 2017**, 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 2016
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT (Appendix 1)

EVENTS

7. EVENT REPORT 2639/HS (Appendix 2) **DECISION ITEMS**

ALLOTMENTS

8. AALG REPORT (Appendix 3) **DECISION ITEM**

OTHER E & L MATTERS

9. HANGING BASKETS

Following a tendering process, three quotes have been received and a meeting was held with Southend Borough Council to discuss the standard of service. A discount had been made for the 2016 baskets and we were given assurances of an improved system for 2017. Only two suppliers could offer a watering service.

It is **RECOMMENDED** that the Committee approve the quote from Southend Borough Council for £5,650.20 + VAT to supply 86 hanging baskets with watering every other day from mid-May to mid-September. This quote is £950 under budget for 2017/18.

10. ENVIRONMENT & LEISURE BUDGET 2016/17 – As at 14th February 2017 (Appendix 4)
11. YEAR END UNDERSPENDS –**DECISION ITEM**

Having reviewed the projected underspends, it is **RECOMMENDED** that the Committee approve movements to Earmarked Reserves at the year-end as follows:

E&L Committee	Proposed increase/creation	2016/17 Closing Balance
Allotments Infrastructure	£1,130.00	£5,006.73
E&L Allotments	£1,766.00	£2,886.19
General Services	£3,000.00	£4,000.00
General Events	£3,000.00	£4728.30
Leigh Lights	£1,200.00	£5,859.00

12. REVIEW OF ACTION PLAN (Appendix 5)

Recently P&R Committee held a PDG meeting to review their action plan and it is **RECOMMENDED** that the Committee do the same and set a date.



Helen Symmons
Town Clerk - Acting
16th February 2017

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

ACTING TOWN CLERK'S DECISIONS FOLLOW UP RECORDS 2016/17

Committee	Minute No. and Subject	Action Required	RO	Completion status	Completion Date	Outcome	Forward Action Required
E&L 20-12	54. Events PDG set 13 th January	Undertaken	ATC	Complete	13-01-17	Report to February E&L	Committee decision
E&L 20-12	56. Bee Hive request	Undertaken		AALG had specific request with regard to Policy		See report to E&L 21-02	Committee decision
E&L 20-12	57. Bonfire Dates	Undertaken	ATC	Dates advised and Poster distributed	10-01-17	No further action	MATTER COMPLETE
E&L 20-12	58. Hanging Baskets	Undertaken	FO ATC	Tender meetings held		See report to E&L 21-02	Committee decision
E&L 20-12	59. Great British Spring Clean	Undertaken	ATC Cllr CM	Campaign is just litter one. Southend Sparkle more encompassing		Cllr Morgan sent details and has made contact with Leigh Lions	Cllr Morgan to report to Committee



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REPORT 2639/HS

REPORT TO E&L

re Events PDG held Friday 13th January 2017

Present: Cllrs Valerie Morgan (Chairman), Karen Bowden, Richard Herbert, Carole Mulrone, Ron Owen, Caroline Parker, Helen Robertson and Vivien Rosier.

Also present: Helen Symmons (Town Clerk – acting)

Apologies were received from Cllr Fr. Hillman.

The objective of the meeting was to discuss and make recommendations to E&L Committee 21st February with regard to the Council's event programme for 2017.

Report 2638 was presented to Cllrs.

EASTER 14th-17th April

In view of the present staffing levels the PDG **RECOMMENDS** to E&L that Easter themed events are held within the Community Centre leading up to Easter (weeks 3rd and 10th April) with a request that one of the events include an Easter Bonnet parade.

Cllrs Parker and Mulrone will contact Churches Together to suggest and support a community group idea of hosting a 'giant' Easter Egg hunt in Leigh Library Gardens on Saturday 15th April (Easter Saturday).

Office staff can implement the Community Centre programme only.

2016/17 Budget £1,250

As at present there is no formal Events Officer and the administration team is presently 1.5 administrators short. Until staffing levels are restored it is RECOMMENDED to E&L that the following Event programme be considered but put on hold.

MARITIME FESTIVAL

After considerable discussion following report 2638, the PDG **RECOMMENDS** to E&L that no Maritime Festival take place this year but instead have a Summer Season on Strand Wharf (a series of smaller events with various themes).

Potential ideas:

Kid's Zone on Strand Wharf – crafts, activities and entertainment
Themed Food Market and craft stalls
Heritage Day (in conjunction with Leigh Society)
Family Concert afternoon (deck chair seating)

It would be recommended that one of these afternoons is linked to 6th August.

2017/18 Budget £3,750

LEIGH LIGHTS

There was considerable heated discussion regarding the event, the Christmas Lights and the support from traders.

Two options were voted on:

1. Continue with the event and phased lighting refurbishment
2. Cancel the event and replace a larger proportion of the lights

Option 1 received the most votes and therefore the PDG **RECOMMENDS** to E&L to continue with the event in its present format (but Community Centre pre-parade activities to be reinstated) and phased lighting refurbishment (although noted that this has an increased amount included in the budget for 2017/18). The proposed event date is Friday 24th November.

2017/18 Event Budget £13,850

2017/18 Lights Budget £21,900

CAROLS ON STRAND WHARF

The PDG **RECOMMENDS** to E&L that this event be held Saturday 9th December 2017 with the support of Leigh Lions if available.

2017/18 Budget £1000

OTHER EVENTS

The PDG **RECOMMENDS** to E&L that a tea party entitle '21 Again Forever Young' to celebrate the Council's 21st Birthday be held for the Over 65's.

2017/18 Other Events Budget - £1500

It should be noted that the Arts Group are becoming involved in this year's Leigh Art Trail and further involvement with 3rd party events should be considered.



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Report 2642/HS

ALLOTMENT ASSOCIATIONS LIASON GROUP 10th January 2017

Present: Cllrs Valerie Morgan (Chairman), Allotment Representatives, Alan Ashdown (LOSALGA), Ashley Hitchcock and Sheila Brazier (MDAS), Phill Major (MCAA) and David Hammond (Leigh Allotments Orchard Group).

Apologies: Cllrs Carole Mulroney and Helen Robertson plus Ron Bates.

1. The Chairman welcomed all to the meeting and took apologies. Due to staffing constraints notes would be taken by the Chairman.
2. Bee Keeping Policy

There was a discussion about Bee Keeping and was felt inappropriate for hives to be kept on individual plots. The Societies **RECOMMENDED** that the **E&L Committee** consider only approving hives on the designated wild life areas where there did not need to be so tight a control on numbers and that no hive be approved for Marshall Close.

If approved then the revised Bee Keeping Policy distributed at the meeting should be amended accordingly and also that the telephone numbers of the bee keepers should be prominently displayed in case of problems and that the bee keepers make a first aid kit available.

3. Bonfire date notices were distributed.
4. AOB

The progress on the double yellow lines were queried. Noted that there is a SBC order going through.

Request from MDAS that willow tree by substation be lopped. (The Acting Town Clerk reported to the Chairman following the meeting that it had been advised at the previous meeting that works were being undertaken to the tree. This is now complete.)

The Acting Town Clerk will submit telephone numbers for Anglian Water to MDAS as issues with gate locking.

Marshall Close have planted 4 fruit trees. These are for the communal enjoyment of the plot holders.

David Hammond has planted a crab apple with a mistletoe.

Beehive – plans are moving forward. The plot holder request has been addressed with full Works to be undertaken were noted. The Acting Town Clerk will ensure that any Tree Preservation Order is investigated.

ENVIRONMENT AND LEISURE DETAILED BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Community Transport	£ 3,200.00	£ 2,595.70	£ 604.30	81.12%	Community Transport		£ 8,307.00	£ 7,405.79	£ 901.21	89.15%
Farmers' Market	£ 2,002.00	£ 1,600.00	£ 402.00	79.92%	Farmers' Market		£ 1,550.00	£ 1,371.80	£ 178.20	88.50%
Leigh Lights	£ 2,000.00	£ 2,320.00	-£ 320.00	116.00%	Leigh Lights	£ 4,659.00	£ 30,455.00	£ 28,828.90	£ 6,285.10	82.10%
Allotments	£ 11,713.00	£ 11,779.81	-£ 66.81		Allotments	£ 4,996.92	£ 17,537.00	£ 16,997.72	£ 5,536.20	75.43%
General Events	£ 450.00	£ 748.67	-£ 298.67		General Services*	£ 1,000.00	£ 9,200.00	£ 5,100.13	£ 5,099.87	50.00%
Loaned Equipment		£ 185.00			General Events*	£ 1,728.30	£ 8,800.00	£ 5,169.87	£ 5,358.43	49.10%
					Staffing Costs		£ 14,193.00	£ 17,404.94	-£ 3,211.94	122.63%
TOTAL INCOME	£ 19,365.00	£ 19,229.18	£ 320.82	99.30%	TOTAL EXPENDITURE	£ 12,384.22	£ 90,042.00	£ 82,279.15	£ 20,147.07	80.33%
General Services					General Events					
Flower Baskets	£ 6,600.00	£ 5,057.00	£ 1,543.00	76.62%	Maritime Festival		£ 3,750.00	£ 3,508.88	£ 241.12	93.57%
First Aid Provision	£ 1,100.00	£ 43.13	£ 1,056.87	3.92%	90 for 90		£ 500.00	£ 366.03	£ 133.97	73.21%
		£ -	£ -		Carols on Strand Wharf		£ 1,000.00	£ 584.21	£ 415.79	58.42%
Good for Leigh	£ 500.00		£ 500.00	0.00%	Spring Spectacular		£ 1,250.00	£ -	£ 1,250.00	0.00%
Community Facilities	£ 1,000.00	£ -	£ 1,000.00	0.00%	Other Events		£ 1,500.00	£ -	£ 1,500.00	0.00%
					Events Equipment		£ 500.00	£ 411.50	£ 88.50	82.30%
					LCC Room Hire		£ 300.00	£ 299.25	£ 0.75	99.75%
	£ 9,200.00	£ 5,100.13	£ 4,099.87	55.44%		£ -	£ 8,800.00	£ 5,169.87	£ 3,630.13	58.75%

ALLOTMENTS DETAILED BUDGET										2016/17
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Manchester Drive Rent	£ 6,700.00	£ 5,634.31	£ 1,065.69	84.09%	Maintenance Costs	£ 1,120.19	£ 2,000.00	£ 103.70	£ 3,016.49	3.32%
Leigh Site Rent	£ 2,964.00	£ 2,908.00	£ 56.00	98.11%	Protective Clothing			£ -	£ -	
Marshall Close Rent	£ 399.00	£ 430.00	-£ 31.00	107.77%	Waste Clearance/Tree Work		£ 750.00	£ 880.00	-£ 130.00	
					ASA Leigh Site		£ 1,600.00	£ 1,600.00	£ -	100.00%
Manchester Drive Water	£ 1,159.00	£ 1,061.00	£ 98.00	91.54%	ASA Manchester Drive		£ 3,000.00	£ 3,000.00	£ -	100.00%
Leigh Water	£ 433.00	£ 427.00	£ 6.00	98.61%	ASA Marshall Close		£ 500.00	£ 500.00	£ -	100.00%
Marshall Close Water	£ 58.00	£ 64.50	-£ 6.50	111.21%	Capital Expenditure	£ 3,876.73	£ 1,250.00	£ 116.58	£ 5,010.15	2.27%
					Affiliations		£ 60.00	£ 55.00	£ 5.00	91.67%
Keys		£ 100.00	-£ 100.00		Water Rates		£ 2,500.00	£ 3,233.74	-£ 733.74	129.35%
Tenancy Deposits		£ 1,135.00	-£ 1,135.00		Keys & Refunds			£ 110.00	-£ 110.00	
Other Income		£ 20.00	-£ 20.00		Tenancy Deposits			£ 300.00	-£ 300.00	
					MDAS Commission		£ 1,000.00		£ 1,000.00	0.00%
					Staff Costs		£ 4,877.00	£ 7,098.70	-£ 2,221.70	145.55%
TOTAL INCOME	£ 11,713.00	£ 11,779.81	-£ 66.81	100.57%	TOTAL EXPENDITURE	£ 4,996.92	£ 17,537.00	£ 16,997.72	£ 5,536.20	75.43%

FARMERS' MARKET DETAILED BUDGET					2016/17				
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Budget 2016/17	Expenditure	Balance	% Spent
Stall Hire	£ 2,002.00	£ 1,600.00	£ 402.00	79.92%	Hall Hire	£ 800.00	£ 648.00	£ 152.00	81.00%
					Leaflets/Publicity	£ 500.00	£ 521.30	-£ 21.30	104.26%
					Banners	£ 200.00	£ 185.00	£ 15.00	92.50%
					Miscellaneous	£ 50.00	£ 17.50	£ 32.50	35.00%
TOTAL INCOME	£ 2,002.00	£ 1,600.00	£ 402.00	79.92%	TOTAL EXPENDITURE	£ 1,550.00	£ 1,371.80	£ 178.20	88.50%

COMMUNITY TRANSPORT DETAILED BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Ticket Sales	£ 3,200.00	£ 2,595.70	£ 604.30	81.12%	Ticket Purchases		£ 1,400.00	£ 1,261.30	£ 138.70	90.09%
					Travel Costs		£ 750.00	£ 567.40	£ 182.60	75.65%
					Driver Costs		£ 260.00	£ 369.06	-£ 109.06	141.95%
					Refreshments		£ 1,200.00	£ 640.99	£ 559.01	53.42%
					CTA Membership		£ 270.00	£ 254.17	£ 15.83	94.14%
					Miscellaneous		£ 50.00	£ 739.13	-£ 689.13	1478.26%
					Staffing Costs		£ 4,377.00	£ 3,573.74	£ 803.26	81.65%
TOTAL INCOME	£ 3,200.00	£ 2,595.70	£ 604.30	81.12%	TOTAL EXPENDITURE	£ -	£ 8,307.00	£ 7,405.79	£ 901.21	89.15%

LEIGH LIGHTS DETAILED BUDGET										2016/17	
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent	
					Leigh Lights Reserve	£ 4,659.00			£ 4,659.00		
Traders Contribution	£ 1,600.00	£ 1,500.00	£ 100.00	93.75%	Column Testing 1/3		£ 1,450.00	£ 3,500.00	-£ 2,050.00	241.38%	
Stall Fees	£ 400.00	£ 570.00	-£ 170.00	142.50%	Instalation Removal & Storage		£ 9,500.00	£ 9,150.00	£ 350.00	96.32%	
Sponsorship		£ 250.00	-£ 250.00		Electricity		£ 330.00	£ -	£ 330.00	0.00%	
					Repairs & Renewals		£ 1,100.00	£ -	£ 1,100.00	0.00%	
					Security		£ 3,500.00	£ 5,436.30	-£ 1,936.30	155.32%	
					Entertainment/Outside Assistance		£ 1,000.00	£ 355.00	£ 645.00	35.50%	
					Road Closures & Licences		£ 6,000.00	£ 4,897.07	£ 1,102.93	81.62%	
					First Aid, Cleansing & Banners		£ 775.00	£ 560.53	£ 214.47	72.33%	
					Capital Renewals		£ 5,000.00	£ 4,680.00	£ 320.00	93.60%	
					Support Columns - Erect & Remove		£ 1,800.00	£ -	£ 1,800.00	0.00%	
					Miscellaneous			£ 250.00			
TOTAL INCOME	£ 2,000.00	£ 2,320.00	-£ 320.00	116.00%	TOTAL EXPENDITURE	£ 4,659.00	£ 30,455.00	£ 28,828.90	£ 6,535.10	94.66%	

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020

E & L COMMITTEE

Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
To engage proactively with the community by gathering feedback on council activities and events in order to respond positively and tailor and/or initiate subsequent events more closely to that feedback	<p>Continue with, and review, relevant PDGs and community forums (events, tourism, community transport)</p> <p>Consider the need for other community forums</p> <p>Allotments – quarterly meetings between Allotment Forum and LTC officer</p>	On-going	Overall E&L budget	Annual (first E&L meeting of each council year)	

Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
To work collaboratively with the LCC staff to monitor objectives, budget and expenditure in the light of feedback	<p>LCC staff to report to E&L meetings on response to feedback on events/activities and to offer recommendations for consideration.</p> <p>Leigh Lights - continue with refurbishment of lights, introduce max 10 new pieces, renew 3 year installation and storage</p>	<p>Ongoing</p> <p>2016/17</p>	Overall E&L Budget	Annual overall review of objective + specific reviews of each event/activity at E&L meetings throughout the year	

	<p>contract</p> <p>Community transport scheme – to continue to offer trips to the elderly and/or disabled residents within LTC boundary. Advertise in LTC Newsletter to encourage participation from other residents.</p>	Ongoing			
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Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
To initiate and strengthen communication and relationships with voluntary, statutory and commercial organisations (for example, 'mums and toddler groups', schools, churches, etc) to encourage collaborative engagement in town events	<p>Advertising on community website, council newsletter (2xyear)</p> <p>Articles in LTC Newsletter to highlight events/activities targeted at specific groups (either as reports on what has happened or to raise awareness of activities at LCC) + invitation for any other groups to contact LCC</p> <p>Application process for grant funds and request article for newsletter</p>	Approx 2 months prior to newsletter release in Dec/June	Overall E&L Budget	<p>E&L committee to scrutinise website 2 x per year</p> <p>E&L committee to review content of LTC Newsletter 2 x per year to ensure a wide range of activities/groups is included</p> <p>E&L committee to scrutinise applications as they come in and evaluate outcomes</p>	

Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
To ensure that LTC events and activities are effectively and widely publicised for the benefit of the town and the community	Providing a platform for local groups at town events – circulate information of events to groups using LCC and provide information to local press on up-coming events with an invitation to other local groups to contact LCC for further information. Farmers' Market – to continue with monthly markets and to consider ways of encouraging better trader participation and an increase in customers		Community initiatives budget/good for Leigh budget	E&L committee to monitor groups attending events with the support of LCC staff	

Outline actions agreed May 2016

Enhance action plan agreed August 2016

Quarterly reviews and feedback due November 2016 and February 2017

Signed by Chair.....

Date.....

TO BE REVIEWED FEBRUARY 2017