



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 Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

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 20th June 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 18TH APRIL 2017
5. PUBLIC REPRESENTATIONS

A presentation will be made for consideration of a charity run Allotment School at Manchester Drive allotment site.

6. TOWN CLERK'S REPORT (Appendix 1)

EVENTS

7. EVENT REPORT – **DECISION ITEM**

As reported at the last meeting of E&L, a survey was undertaken regarding the Easter Event programme organised by the Council within the Community Centre. Over 350 children attended the 5 sessions held and 46 responses were received to the questionnaire. 17 children had never attended a holiday event at the Centre before. 44 replied that they would prefer a range of activities at Leigh Community Centre over the Easter holiday period rather than a one off event.

Churches Together have also advised the Town Clerk that they would be interested in being a part of our programme next year, at the very minimum running an Easter Egg hunt in St Clement's churchyard on Palm Sunday weekend – 24th March 2018.

It is **RECOMMENDED** that the Easter Event be run as part of the Community Centre's holiday programme over a range of activities but to include Churches Together, even if just for an Easter Egg hunt. In this regard, the budget for 2018/19 can be reduced to £1,000.

ALLOTMENTS

8. ALLOTMENT NEWS

Necessary fence repairs have been undertaken on two areas of the Manchester Drive allotment site at a cost of £625. In accordance with Financial regulation 4.1, this was authorised by the Chairman of the Committee.

A formal date for Councillors to visit the allotments has not been arranged due to some issues arising. The Town Clerk recommends that any Councillor wishing to visit the site contact the office and the Facilities Manager will accompany them.

9. OPERATIONAL RISK REGISTER (Appendix 2) **DECISION ITEM**

This has now been formulated and it is **RECOMMENDED** that the Committee adopt the Register which will be reviewed and monitored by the Town Clerk and Facilities Manager.

10. TREE INSPECTION

Southend Borough Council have advised that they are not able to be contracted for this work. Quotes are being obtained from private arboriculturalists.

11. RENT AND WATER CHARGES REVIEW (Appendix 3) **DECISION ITEM**

The Committee are asked to consider the various **RECOMMENDATIONS** in Report 2647

FARMERS' MARKET

12. REPORT ON PDG (Appendix 4) **DECISION ITEM**

The Committee are asked to consider the various **RECOMMENDATIONS** made by the PDG. The recommendations are made following a consultation with current stall attendees. David Hammond thinks the changes are needed to ensure the market continues but has advised that moving forward, the July market will be his last 'in charge'. He feels the changes if approved by Council will be best implemented by the office staff who are much more interested and involved now. David has been involved since the start of the Farmers' Markets 17 years ago and has run it solely for nearly 10 years. Support from the office, particularly recently has been much appreciated by him as has Cllr Fraser's support for the whole period.

OTHER E & L MATTERS

13. LITTER & DOG BINS IN LEIGH TOWN COUNCIL AREA

At the Chairman's request, this item is included on the agenda for discussion. However since the request at the last meeting, several other environmental matters have arisen including the Tree Charter (see Agenda item 14) and it is therefore **RECOMMENDED** that the E&L Committee hold a PDG meeting to discuss environmental issues within the Leigh Town Council area, reporting back to the Committee in August.

14. TREE CHARTER

The Town Clerk registered Leigh Town Council as a Charter Branch for the Tree Charter. This was free to do and does not affect the autonomy of the Council. The Tree Charter will launch on November 6th 2017 and it will serve to both publically affirm the benefits trees bring to our local community and be a resource providing expert advice in areas such as tree management, planting and protection.

A package has been received which includes a signature gathering book. From now until the end of November 2017 we are asked to help collect signatures of support for the 10 Principles of the Tree Charter. For every signature of support, a tree will be planted. The pack also includes ideas to encourage young children to be involved (only over-18's can sign the Charter) along with a FAQ sheet to explain the campaign.

It is **RECOMMENDED** that the E&L PDG (see Agenda item 13) discuss ways in which Leigh Town Council can promote this Charter including the simple mechanic to allow anyone under 18 to show their support in an anonymous way by an art project. The staff can then implement this via the website and social media, using the Community Centre during the holiday period to encourage the involvement of children. The Charter can be available at the Centre and on Strand Wharf event days to be signed. This will be an appropriate article for the next edition of Leigh Town Council news magazine.

15. ENVIRONMENT & LEISURE BUDGET 2017/18 – As at 12th June 2017 (Appendix 5)



Helen Symmons
Town Clerk
15th June 2017

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

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2017/18

Committee	Minute No. and Subject	Action Required	RO	Completion status	Completion Date	Outcome	Forward Action Required
E&L 21-02	67. Event Report	1.Easter Events in LCC 2.Summer Season Strand Wharf 3.Leigh Lights 4.Carols on Strand Wharf 5.Tea Party	APO EO EO/TC EO EO/CT	6 days arranged Planning fully underway Planning has commenced To plan To plan	12-04-17	All well received Event permits applied for First SAG meeting taken place Arrange for September	Survey outcome on agenda Event permit to apply for Planning will commence July
E&L 18-04	82. Tree Inspection	1. Arboriculturist to find	TC	SBC contacted		Finally heard from SBC June but unable to assist	Will contact private arboriculturist

ALLOTMENTS OPERATIONAL RISK REGISTER

RISK	IMPACT	CONTROL/MONITORING	RISK RESPONSE/ACTIONS	RESPONSIBLE PERSON	COMPLETION/REVIEW DATE
Security	Possibility of damage to plot and tenants' property or theft of property and crops.	Fencing monitored by Allotment Associations and FM. Repaired/replaced as and when necessary. Gates locked by tenants on entering and leaving. Incidents reported to the police	TREAT LOSALGA wish to have new fencing installed on southern boundary with MDAS. Under review as overgrown foliage provides security at that point.	FM & TC	Ongoing
Adequate insurance cover	Claims against the council or items not covered could result in additional expenditure	Insurance cover reviewed annually. Tenants are advised to have their own cover	Monitor	TC	Yearly
Vermin	Risk of inundation, disease possible claims against the Council by tenants and local residents who live near the allotments, poor public image.	Regular programme of inspections by Allotment Associations raising any concerns about untidy plots, potential for vermin etc. Proactive notification by tenants. Prompt action re vermin control carried out when required.	Monitor	FM	Ongoing
Untidy/unworked plots	Poor image resulting in annoyance to neighbouring allotment holders and those on the waiting list.	Cultivation checks carried out and tenants contacted if issues	Monitor	Allotment Associations & FM	May & September
Tenancy agreements not in place	Lack of control of tenancies and income. Tenants not clear on the terms of their tenancy	Agreements to be signed before taking up plots. Agreements in line with various allotment Acts and Council requirements/	Monitor	TC	Bi-annually or when amendments applied

ALLOTMENTS OPERATIONAL RISK REGISTER

RISK	IMPACT	CONTROL/MONITORING	RISK RESPONSE/ACTIONS	RESPONSIBLE PERSON	COMPLETION/REVIEW DATE
Failure to review and collect rents	Reduced income to the Council	Rents reviewed by E&L Committee annually with any increase implement 12 months later	Monitor	TC	July annually
Pollution and fire hazard from bonfires	Public complaints/damage. Reputational damage	Enforce conditions of tenancy agreement with limits activity to particular days	TREAT / Monitor Set dates for April and November	E&LC	February annually
Loss/damage to water supply	Watering not being able to be undertaken resulting in poor crops and complaints	Water tanks maintained by Allotment Associations.	Monitor	Allotment Assoc & FM	ongoing
Contaminated material on plots	Danger to health, cost of removal high	Remove correctly	Monitor Take action to make tenants aware of responsibilities	TC	ongoing
Dumping/fly tipping	Unightly and possibly hazardous resulting in increased expenditure to remove	Sites secured. Tenants advised if non-garden material remains on their plots	Monitor	Allotment Assoc & FM	ongoing
Falling and damaged trees	Damage to property and personal injury resulting in legal claims	Independent tree inspection	TREAT/Monitor SBC arboriculturalist has been contacted. Awaiting response	TC	Bi annually



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Report 2647/HS

ALLOTMENT RENT AND WATER CHARGES REVIEW

CHARGING RATES WITH EFFECT SEPTEMBER 2017

	Starter Plot (A/B/C)			Half Plot (E/W)			Full Plot		
	Rent	Water	Total	Rent	Water	Total	Rent	Water	Total
over official retirement age	£8.50	£2.00	£11.00	£13.00	£3.00	£17.00	£26.00	£6.00	£33.00
Full	£17.50	£2.00	£20.00	£26.00	£3.00	£30.00	£52.00	£6.00	£59.00

Water Rates

Council **RESOLVED** in 2014 that a water charge rebate totalling £2674.14 would be made over 3 years. It further **RESOLVED** in 2016 that a further rebate year be added. The rebate to date totals £2,399.

It is **RECOMMENDED** that a further rebate year be added and that no increase be made to tenants' water rate charge for 2017/18. After this, the rebate will be complete. Water meters are now being checked more regularly resulting in more accurate bills and this will avoid an overpayment by tenants of water in the future.

Rent Charges

Rents were increased in 2015/16 and resulted in a net deficit (excluding water rates) of £2837. No increase was made in 2016/17. The net deficit (excluding water rates) was £5,742 from an increase in staff costs associated with the allotment service. Following the staffing restructure, this will be monitored in the forthcoming year to ascertain whether the staffing difficulties in 2016/17 had an exaggerated effect. Council **RESOLVED** July 2016 that allotment rents for 2017/18 would rise and this will take effect at the September invoicing date. The 2017/18 budget predicts that Leigh Town Council will pay £5000 to provide allotments.

It is **RECOMMENDED** that there be no increase in allotment rents for 2018/19 with a full review undertaken next year after allowing for the new staffing restructure.



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Farmers Market PDG – Tuesday 23rd May 2017 at 10am

Present: Cllr Donald Fraser, Abbie Cotterell, Emily Dean, Emma Stratton, Sue & Dee (Flower & Home), Stacey (Bean & Boy)

1. The option for stall holders to pay and book in advance was discussed and it was agreed this could be an option for those that wanted it. Any new stall holders would be required to sign a trader's agreement that states they would pay in advance as part of a new system.
2. It was agreed a limited number of craft stalls will be allowed to attend on a trial basis, but they must follow the same ethos as the current stalls. Initially they would be kept separate from the Farmers' Stalls. They would need to fill in an application form, provide details of their products and a photo of their market stall setup.
3. No rebranding of the market is required at this stage. Possibly something to look into next year when new leaflets are produced.
4. The possibility of changing the times was discussed in length and was agreed the best time would be from 9am until 2pm. This would capture the parents picking children up from nursery and people on their lunch breaks. It was felt a Saturday would not work at this time, with the current stallholders.
5. We would be in touch with all stall holders prior to the market to find out who will be attending and how many stalls we have vacant. This would then be filled with craft stalls where possible. A waiting list would be held.
6. If stallholders cancel less than 7 days before the market, full payment will be required. We were advised this is standard practise at other markets. This would only work where we collect payment in advance for new stallholders and this would form part of their terms & conditions.
7. ADVERTISING

A feedback form was handed out to all stall holders at the last market, and the general consensus was that the market was not advertised well enough.

More banners around the town would be beneficial for marketing and the following locations were suggested (permission required):

- Around the legs of the noticeboards
- Blenheim Children's Centre
- Chalkwell Park
- Bridge into Old Leigh
- The back of Leigh Community Centre to capture people who enter and exit the building from the back.

A banner permanently outside the community centre would be a good advertisement. It was suggested the banner should have the wording "Leigh Farmers' Market – third Friday of the month". **On referring with the Town Clerk it is understood that a permanent banner/advertising would be contrary to the lease.**

More posters should be put into local shops, as we have very few posters out each month.

Leafleting people in the Broadway and cars in Elm Road car park the week leading up to the market.

Leaflets to be given to all stallholders to display on their stall. They could also take these to other markets.

All stallholders will be asked to provide a short information piece on their stall or any promotions they are running. This would be used on social media and press releases. Why should people attend? What are the stallholders providing?

Someone to provide a talk at the U3A monthly meeting, informing them of the market and the different stalls.

A monthly newsletter sent out to a mailing list with details of who is attending, and promotions, new stalls etc. To build up the mailing list an incentive for people to sign up. Every 3 months one email address is pulled out and they win a prize (organised by the stallholders). Could also run competitions on social media.

The bags at Christmas were a good addition and great for advertising.

A stall in the foyer each month which would be offered out to organisations to promote their session (e.g. U3A, WI, Slimming World). If they are selling items they pay for the stall, if it's a charity (informative/leaflets) it's free. The monthly newsletter will include them and their purpose. This would hopefully pull in the organisations following and bring new people to the market.

8. Look at utilising the website, to take away some of the initial admin. It will include the form for new stall holders, capturing their information and providing them with the terms & conditions. There would be a charge for this.
9. We currently have no cheese stall. It would be good if we could find a reliable one to fill the gap.

10. RECOMMENDATIONS

It is **RECOMMENDED** that the new terms and conditions for stall holders are put to the next E & L Committee for adoption.

It is **RECOMMENDED** that the E & L Committee approve the attendance of craft stalls at the market.

It is **RECOMMENDED** we implement the change of time from 9am until 12noon to 9am until 2pm and be put forward to the next E & L Committee.

It is **RECOMMENDED** that we offer a discount to stall holders paying for their stall in advance and the proposed prices be put forward to the E & L committee to decide.

1 month: £12 a table / 3 months: £11 a table / 6 months: £10 a table / 12 months: £10 a table

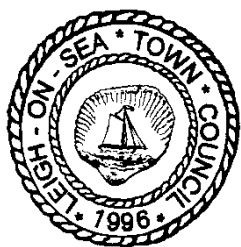
It is **RECOMMENDED** that we purchase more bags for this year's Christmas Market and request that £300 be vired from the general event earmarked reserves to cover this expenditure. We will be exploring sponsorship of the bags. This will also be put forward to the next E & L Committee.

Total 2017/18 Budget: £800 hall hire and £500 publicity - Predicted income: £2200.00

2016/17 the budget was spent:

£80 Leigh Times Advert £792 Hall Hire £626 leaflets, banners & bags

Income: £2000.00



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Leigh-on-Sea Farmers' Market Terms & Conditions

1. All stallholders to follow the Farmers' Market ethos and local producers are given priority.
2. Stall fee is to be paid in advance, at the below rates:
1 month: £12 a table / 3 months: £11 a table / 6 months: £10 a table / 12 months: £10 a table
3. If your stall is cancelled less than 7 days before the market, full payment will be required
4. Your stall will need to be set up by 8.50am and cannot be dismantled until the end of the market
5. You must hold adequate public and product liability
6. You must conform in productions, processing and sale to national or local legislation regarding Environmental Health, Health & Safety and Trading Standards.
7. All products to be clearly labelled with prices shown.

ENVIRONMENT AND LEISURE DETAILED BUDGET					2017/18					
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent
Community Transport	£ 3,200.00	£ -	£ 3,200.00	0.00%	Community Transport		£ 8,307.00	£ 650.13	£ 7,656.87	7.83%
Farmers' Market	£ 2,002.00	£ 394.00	£ 1,608.00	19.68%	Farmers' Market		£ 1,550.00	£ 219.97	£ 1,330.03	14.19%
Leigh Lights	£ 2,000.00	£ -	£ 2,000.00	0.00%	Leigh Lights	£ 4,659.00	£ 30,455.00	£ -	£ 35,114.00	0.00%
Allotments	£ 11,713.00	£ 827.50	£ 10,885.50	7.06%	Allotments	£ 7,127.00	£ 17,537.00	£ 3,429.90	£ 21,234.10	13.91%
General Events	£ 450.00	£ 265.00	£ 185.00	58.89%	General Services*	£ 4,000.00	£ 9,200.00	£ -	£ 13,200.00	0.00%
Loaned Equipment		£ -			General Events*	£ 4,728.00	£ 8,800.00	£ 837.00	£ 12,691.00	6.19%
					Staffing Costs		£ 14,193.00	£ 2,287.55	£ 11,905.45	16.12%
					Chairman's Charity 2016/17			£ 473.67		
TOTAL INCOME	£ 19,365.00	£ 1,486.50	£ 17,878.50	7.68%	TOTAL EXPENDITURE	£ 20,514.00	£ 90,042.00	£ 7,898.22	£ 103,131.45	7.14%
General Services					General Events					
Flower Baskets	£ 6,600.00	£ -	£ 6,600.00	0.00%	Summer Series Strand Wharf		£ 3,750.00	£ 737.00	£ 3,013.00	19.65%
First Aid Provision	£ 1,100.00	£ -	£ 1,100.00	0.00%	21st Tea		£ 500.00	£ -	£ 500.00	0.00%
		£ -	£ -		Carols on Strand Wharf		£ 1,000.00	£ -	£ 1,000.00	0.00%
Good for Leigh	£ 500.00		£ 500.00	0.00%	Easter Programme		£ 1,250.00	£ 100.00	£ 1,150.00	8.00%
Community Initiatives	£ 1,000.00	£ -	£ 1,000.00	0.00%	Other Events		£ 1,500.00	£ -	£ 1,500.00	0.00%
					Events Equipment		£ 500.00	£ -	£ 500.00	0.00%
					LCC Room Hire		£ 300.00	£ -	£ 300.00	0.00%
	£ 9,200.00	£ -	£ 9,200.00	0.00%		£ -	£ 8,800.00	£ 837.00	£ 7,963.00	9.51%

ALLOTMENTS DETAILED BUDGET					2017/18					
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent
Manchester Drive Rent	£ 6,700.00	£ -	£ 6,700.00	0.00%	Maintenance Costs	£ 2,120.00	£ 2,000.00	£ 625.09	£ 3,494.91	15.17%
Leigh Site Rent	£ 2,964.00	£ 82.50	£ 2,881.50	2.78%	Protective Clothing			£ -	£ -	
Marshall Close Rent	£ 399.00	£ 14.50	£ 384.50	3.63%	Waste Clearance/Tree Work		£ 750.00	£ -	£ 750.00	
					ASA Leigh Site		£ 1,600.00	£ 400.00	£ 1,200.00	25.00%
Manchester Drive Water	£ 1,159.00	£ -	£ 1,159.00	0.00%	ASA Manchester Drive		£ 3,000.00	£ 750.00	£ 2,250.00	25.00%
Leigh Water	£ 433.00	£ 10.50	£ 422.50	2.42%	ASA Marshall Close		£ 500.00	£ 125.00	£ 375.00	25.00%
Marshall Close Water	£ 58.00	£ -	£ 58.00	0.00%	Capital Expenditure	£ 5,007.00	£ 1,250.00	£ -	£ 6,257.00	0.00%
					Affiliations		£ 60.00	£ -	£ 60.00	0.00%
Keys		£ 45.00	-£ 45.00		Water Rates		£ 2,500.00	£ 402.85	£ 2,097.15	16.11%
Tenancy Deposits		£ 675.00	-£ 675.00		Keys & Refunds			£ 40.00	-£ 40.00	
Other Income		£ -	£ -		Tenancy Deposits			£ -	£ -	
					MDAS Commission		£ 1,000.00		£ 1,000.00	0.00%
					Staff Costs		£ 4,877.00	£ 1,086.96	£ 3,790.04	22.29%
TOTAL INCOME	£ 11,713.00	£ 827.50	£ 10,885.50	7.06%	TOTAL EXPENDITURE	£ 7,127.00	£ 17,537.00	£ 3,429.90	£ 21,234.10	13.91%

FARMERS' MARKET DETAILED BUDGET					2017/18				
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Budget 2017/18	Expenditure	Balance	% Spent
Stall Hire	£ 2,002.00	£ 394.00	£ 1,608.00	19.68%	Hall Hire	£ 800.00	£ 216.00	£ 584.00	27.00%
					Leaflets/Publicity	£ 500.00	£ -	£ 500.00	0.00%
					Banners	£ 200.00	£ -	£ 200.00	0.00%
					Miscellaneous	£ 50.00	£ 3.97	£ 46.03	7.94%
TOTAL INCOME	£ 2,002.00	£ 394.00	£ 1,608.00	19.68%	TOTAL EXPENDITURE	£ 1,550.00	£ 219.97	£ 1,330.03	14.19%