



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 19th December 2017**, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

AGENDA

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE MEETING ON 17TH OCTOBER 2017
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 4

EVENTS

7. EVENT REPORT BY EVENTS AND PROJECTS OFFICER ([Appendix 2](#)) page 6
8. E&L PDG – EVENTS

It is **RECOMMENDED** that a PDG meeting be held early January to consider the event programme for 2018 with a view to making a recommendation to E&L Committee at the February meeting.

ALLOTMENTS

9. ALLOTMENT ASSOCIATIONS LIAISON GROUP

The next meeting of the group is Tuesday 2nd January at 2 pm.

10. ALLOTMENT REPORT

A week of maintenance was undertaken by the Facilities Manager in October. Remedial tree works are scheduled for third week of January. Quotes are still being obtained for the proposed section of fencing. There are no outstanding rents for Marshall Close but 9 in total for the whole of the Manchester Drive site. All are being chased. With regard to vacant plots, there are in total 18 at the Manchester Drive site in full. This is the lowest number of vacant plots in quite a few years.

11. EARTH ANGEL ALLOTMENT SCHOOL ([Appendix 3](#)) page 8

As resolved at the previous E&L meeting, Cllr Rosier met with the representative and the proposal is presented to the Committee for consideration.

FARMERS' MARKET

12. ADMINISTRATION REPORT BY ASSISTANT PROPER OFFICER

It has proved beneficial opening the market to craft stalls as it has raised the profile of the market. We have had 6 new produce stalls join us the last couple of months and only have space for 1 craft stall at the December market. All stallholders have reported an increase in footfall and overall sales. We have several new banners placed around the community centre and increased the amount of posters displayed. Having a couple of stalls out the front of the building also helps draw attention to the market. The extended finish time of 1pm seems to be working well, with some stallholders commenting on how busy the extra hour gets.

The 2018 leaflets are in the process of being amended and will be ready for distribution at the Christmas market.

Finally, the Cheese stall that has been attending is proving unreliable (having missed the last 2 markets without informing the office in advance and now is unable to attend the Christmas market). We are hoping to source a more reliable stall in time for the Christmas market.

COMMUNITY TRANSPORT TRIPS SCHEME

13. ADMINISTRATION REPORT BY THE COMMUNITY TRANSPORT OFFICER

With new members joining there are now 150 members.

The last outing was Thursday 9th November to Alton Garden Centre. We used two minibuses and this was attended by 21 members. Everyone appeared to have a good time and did plenty of shopping. We received cards of thanks so we will continue to have similar Christmas shopping trips in the future. 'Summerhills' nursery was suggested for a change.

Upcoming event is the Sarah Moore Christmas lunch, once again due to popularity. It is spread across two days, 14th and 19th December. We are expecting 33 members in total. There will be a quiz to do on local knowledge and we have obtained some excellent prizes: a signed book by a local author (Robert Hallman), a voucher for a Leigh tearoom (TruLeigh Scrumptious).

Efforts have been made to secure more Volunteer Drivers by placing adverts on notice boards, press releases and an advert in the Leigh Town Council newsletter. Subsequently one new volunteer is attending the MiDAS training course this month and all being good we will then have 3 Volunteer Drivers so we will feel more secure to book future outings.

In the new year we plan to arrange a PDG meeting to discuss a possible CT afternoon tea to be held at the Community Centre early on in the year.

OTHER E & L MATTERS

14. REPORT ON LITTER INITIATIVE BY THE CHAIRMAN, CLLR MORGAN

I attended the Veolia Community Liaison Meeting on 22nd November, this being the second meeting I have been to. Sadly it was not well attended by others after all the fuss about having evening meetings.

The reports back from the previous meeting which affect Leigh were that littering and Flytipping have improved hugely over the past 6 months. There are now afternoon crews patrolling to keep on top of street cleansing. Veolia have looked round Leigh to see where Dog Bins could be sited and I have given them one suggestion. Members can make further suggestions via myself. There have been changes recently to street cleansing rounds which should mean improvements to street scene. Again members can provide their own feedback via myself.

There was discussion on engagement with schools and again I suggested the possibility of a 'Play'. Veolia, in one of their areas, have produced a book to encourage interaction and they are going to look into bringing it to Southend.

There was a suggestion that residents need more information on the importance of recycling and what happens to it once collected - more to come.

A discussion on signage, which is something we have discussed in Committee, Southend Borough Council is to investigate and we can provide feedback for the next meeting. Perhaps we need another PDG.

On the wider front Veolia are campaigning to increase recycling, by publicising information on the unusual items that can be recycled. We will display a banner about this in the Community Centre in the New Year.

There will be a litter pick in conjunction with Make Southend Sparkle on 13th January at 10.30 am, meeting behind Leigh Station. It would be great if as many Councillors as possible could join in.

Merry Christmas to you all

FINANCIAL

15. ENVIRONMENT & LEISURE BUDGET 2017/18 – As at 8th December 2017 ([Appendix 4](#)) page 9

Both the Farmers' Market and Leigh Lights income have exceeded the annual budget set already. This is due to the hard work of staff in promoting the events to a wider audience and forming good working relationships during the year with traders.

The allotments income is now shown net of commission paid. The increased income is from the rise in the rental charge implemented for 2017/18 and the fact that more plots are now let. This is reflected in the increase to tenancy deposits – 55 new plot holders.

With the Community Transport activity curtailed this year due to a number of reasons, this is reflected financially but it is hoped that the programme will be at a higher level in 2018.



Helen Symmons
Town Clerk
14th December 2017

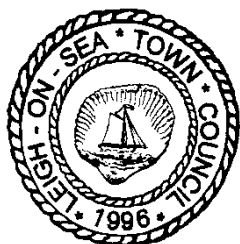
Any member who is unable to attend the meeting should send their apologies before the meeting.

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	3. Leigh Lights	EO	Complete	24-11-17	Report on Agenda	Debrief meeting for both 2 nd January 18
		4. Carols on Strand Wharf	EO	Complete	09-12-17	Report on Agenda	
E&L 18-04	82. Tree Inspection	1. Arboriculturist to find	TC	Survey complete	17-10-17	Quote received & contractor instructed	NFA with this minute
E&L 20-06	14. Tree Charter	Implement art project & signing book	APO/EO	Children's tree complete and first batch of adult signatures being sent off		Have informed all schools. Will incorporate a new children's xmas tree into festive activities	Ongoing project
E&L 15-08-17	25. Allotment Report	Fencing Project RESOLVED if cost within £6257		Agreed with Allotment Assoc. that project needs amendment		Only small section needs attention as existing shrubbery provides security	FM to obtain new quote and check on clearance etc.
E&L 15-08-17	29. Environmental	1. Library Gardens	TC	Parks Dept. & SB Cllr contacted to move ahead		Awaiting permissions still having chased on the matter twice	
		2. Litter awareness	Cllrs	Ongoing		Report on	

Committee	Minute No. and Subject	Action Required	RO	Completion status	Completion Date	Outcome	Forward Action Required
		campaign				Agenda	
E&L 17-10-17	39. Allotment Report	RESOLVED to decline MDAS commission increase request RESOLVED quote for hedge RESOLVED quote for tree works		Complete	17-10-17	Contractor instructed Contractor instructed	NFA
E&L 17-10-17	45. E&L budget 2018/19	RESOLVED budget to P&R for adoption		Complete	17-10-17	Added to P&R agenda 07-11-17	NFA under this minute

[Agenda](#)



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REPORT 2675/ED

CHRISTMAS EVENTS 2017

LEIGH LIGHTS - 24TH NOVEMBER 2017

Sponsors:

- Stibbards & Sons and CS Parking once again supported the event.

Parade:

- 22 Entries, 400 people
- £2,089.42 raised for 14 different charities
- New interactive voting system introduced to allow crowds to vote for their favourite entries via our website.
- 1,372 total votes were cast via the website.
- Stibbards and Sons' Santa Awards to be presented on Tuesday 19th December at 7pm.
 - 1st place receiving £150 for their own charity: Southend Scout and Gang Show
 - 2nd place receiving £100 for their nominated charity, Alzheimer's Society: Morgan Academy of Performing Arts

Trader Donations:

We introduced a new glossy parade programme offering a new revenue for donations, whilst also improving our outreach. Traditional donations were still encouraged but traders, businesses and community groups were also invited to place an advert in the programme for a suggested amount.

- A total of **£2,250** was raised from trader donations
- A total of **£790** was raised from pitch donations

In 2016: £1,500 raised traders, £710 pitch fees

At the time of a press article on 14th November donations were £2,000 – the highest since 2013 and included donations from bars and restaurants. The Town Clerk had to field negative responses from traders who felt it was a Council led 'bullying' campaign for donations. Sadly as a result of the article which was not correct at the time and for which we had not received a request for up to date information, an expected donation of approximately £400 was withdrawn.

Community Outreach – website and social interaction

Website:

- 2,000 new visits made to the website on the day of Leigh Lights alone

Facebook *(statistics based on a week view, 20-26th November)*

- 47 new followers
- 9,418 people reached through our posts

Twitter *(statistics based on a week view, 20-26th November)*

- 4,400 people reached through our posts / impressions
- 19 new followers

Feedback

An official event debrief meeting will take place on 2nd January with all Councillors who attended the event.

A post-event feedback survey has been sent out. This will run until the event debrief on 2nd January. Traders have also been approached for feedback.

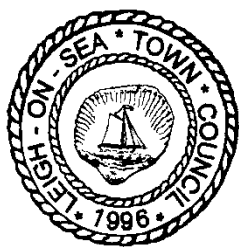
Community Centre activities returned this year and proved very popular. A stall holder reported selling over 200 items.

General verbal feedback on the night and following has been predominantly positive – particularly from parade entries. RNLI reported having collected the most donations to date and more than achieved at Southend Carnival in the Summer.

CAROLS ON STRAND WHARF – 9TH DECEMBER 2017

- Earlier start time of 5pm made it more inclusive to families with young children
- Over 400 people attended
- £268.70 raised for the Chairman's Charity, Alzheimer's Research UK

[Agenda](#)



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REPORT 2670/VR

Project: Earth Angel Allotment School

Purpose:

The main reason for setting up the Earth Angel Allotment School is to encourage people of all ages and backgrounds to adopt a healthier lifestyle and reap the benefits of fresh fruit and vegetables.

The Earth Angel Allotment school has charitable status (insurance, safeguarding, first aider will be in place)

The Vision:

Allotment gardens to be set up on an overgrown part of the Manchester Drive allotment site for school gardening clubs and local families. Each 'garden' would comprise 4x1sq m raised beds (to develop awareness of crop rotation/seasonal produce) with pathways to facilitate wheelchair access. The Earth Angels would offer support and guidance. These groups would be mainly teacher-run after school gardening clubs and families that are interested in taking on a plot but unsure of the process.

We talked about people having a year's 'tenancy' and then being encouraged to take on one of the main allotment plots. We also talked about these people using their experience to offer support to the following year's group of Earth Angel Allotment school 'pupils'. Achievement and successful tenancies would be acknowledged by certificates/awards.

How:

- Work with schools to enthuse the younger generation - possible choices are Darlinghurst (they have done some work around outdoor learning as reported in The Leigh Times 15.11 17 so the Allotment School would fit perfectly and the Manchester Drive allotments are very close by) and Belfairs (talk to the school about possible links with qualifications and career choices and/or linking with provision for students with special needs/vulnerable students)
- Distribute free seeds, etc to schools to encourage gardening clubs and promote the availability of the allotment gardens
- Seek a grant from LTC to cover these awareness raising costs
- Earth Angels to be available to support novice allotmenters

Role of LTC:

- To present the project to the allotment group at the next meeting and act as intermediary in the initial stages
- To consider Earth Angel grant award application (P&R committee consider all awards) - money could be used to pay allotment rent, pay for room hire for meetings and hire a stall at the Farmers' Market
- Publicity - facilitate a display board at the Farmers' Market and LTC website opportunities (to be discussed further with staff)
- Include an article in the next LTC newsletter
- LTC representative + member of the allotment group to attend Earth Angel meetings and review the development of the project and its impact on the target group
- Possible nomination for a 'Good for Leigh' Award if project is successful

[Agenda](#)

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	£ 1,122.00	£ 2,078.00	35.06%	Community Transport		£ 8,730.00	£ 3,056.35	£ 5,673.65	35.01%
Farmers' Market	£ 2,000.00	£ 2,074.00	-£ 74.00	103.70%	Farmers' Market		£ 1,350.00	£ 1,339.08	£ 10.92	99.19%
Leigh Lights	£ 2,000.00	£ 3,250.00	-£ 1,250.00	162.50%	Leigh Lights	£ 4,659.00	£ 35,750.00	£ 27,546.28	£ 12,862.72	68.17%
Allotments	£ 11,111.00	£ 14,318.84	-£ 3,207.84	128.87%	Allotments	£ 7,127.00	£ 20,710.00	£ 16,692.09	£ 11,144.91	59.96%
General Events	£ 550.00	£ 465.00	£ 85.00	84.55%	General Services*	£ 4,000.00	£ 8,700.00	£ 5,650.20	£ 7,049.80	44.49%
Loaned Equipment	£ 50.00	£ 40.00			General Events*	£ 4,728.00	£ 8,300.00	£ 4,248.93	£ 8,779.07	32.61%
					Staffing Costs		£ 15,319.00	£ 10,669.34	£ 4,649.66	69.65%
					Chairman's Charity 2016/17			£ 473.67		
TOTAL INCOME	£ 18,911.00	£ 21,269.84	-£ 2,368.84	112.47%	TOTAL EXPENDITURE	£ 20,514.00	£ 98,859.00	£ 69,675.94	£ 50,170.73	58.37%
General Services					General Events					
Flower Baskets	£ 6,600.00	£ 5,650.20	£ 949.80	85.61%	Summer Series Strand Wharf		£ 3,750.00	£ 2,891.30	£ 858.70	77.10%
First Aid Provision	£ 1,100.00	£ -	£ 1,100.00	0.00%	Other Events		£ 500.00	£ -	£ 500.00	0.00%
		£ -	£ -		Carols on Strand Wharf		£ 1,000.00	£ 323.00	£ 677.00	32.30%
Good for Leigh	£ 500.00		£ 500.00	0.00%	Easter Programme		£ 1,250.00	£ 100.00	£ 1,150.00	8.00%
Community Initiatives	£ 500.00	£ -	£ 500.00	0.00%	21st Tea		£ 1,000.00	£ 848.39	£ 151.61	84.84%
					Events Equipment		£ 500.00	£ 86.24	£ 413.76	17.25%
					LCC Room Hire		£ 300.00	£ -	£ 300.00	0.00%
	£ 8,700.00	£ 5,650.20	£ 3,049.80	64.94%		£ -	£ 8,300.00	£ 4,248.93	£ 4,051.07	51.19%

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	£ 6,000.00	£ 7,369.94	-£ 1,369.94	122.83%	Maintenance Costs	£ 2,120.00	£ 1,500.00	£ 2,843.21	£ 776.79	78.54%
Leigh Site Rent	£ 3,000.00	£ 2,995.50	£ 4.50	99.85%	Protective Clothing			£ -	£ -	
Marshall Close Rent	£ 500.00	£ 449.40	£ 50.60	89.88%	Waste Clearance/Tree Work		£ 500.00	£ 135.50	£ 364.50	27.10%
					ASA Leigh Site		£ 1,600.00	£ 1,200.00	£ 400.00	75.00%
Manchester Drive Water	£ 1,070.00	£ 1,183.00	-£ 113.00	110.56%	ASA Manchester Drive		£ 3,000.00	£ 2,250.00	£ 750.00	75.00%
Leigh Water	£ 472.00	£ 421.50	£ 50.50	89.30%	ASA Marshall Close		£ 500.00	£ 375.00	£ 125.00	75.00%
Marshall Close Water	£ 69.00	£ 59.50	£ 9.50	86.23%	Capital Expenditure	£ 5,007.00	£ 1,250.00	£ -	£ 6,257.00	0.00%
					Affiliations		£ 60.00	£ 55.00	£ 5.00	91.67%
Keys		£ 135.00	-£ 135.00		Water Rates		£ 2,700.00	£ 2,635.13	£ 64.87	97.60%
Tenancy Deposits		£ 1,705.00	-£ 1,705.00		Keys & Refunds			£ 90.00	-£ 90.00	
Other Income		£ -	£ -		Tenancy Deposits			£ 645.00	-£ 645.00	
					MDAS Commission		£ 1,000.00	£ 828.62	£ 171.38	82.86%
					Staff Costs		£ 8,600.00	£ 5,634.63	£ 2,965.37	65.52%
TOTAL INCOME	£ 11,111.00	£ 14,318.84	-£ 3,207.84	128.87%	TOTAL EXPENDITURE	£ 7,127.00	£ 20,710.00	£ 16,692.09	£ 11,144.91	59.96%

FARMERS' MARKET DETAILED BUDGET					2017/18				
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Budget 2017/18	Expenditure	Balance	% Spent
Stall Hire	£ 2,000.00	£ 2,074.00	-£ 74.00	103.70%	Hall Hire	£ 900.00	£ 464.00	£ 436.00	51.56%
					Leaflets/Publicity	£ 200.00	£ 319.00	-£ 119.00	159.50%
					Banners	£ 200.00	£ -	£ 200.00	0.00%
					Miscellaneous	£ 50.00	£ 27.79	£ 22.21	55.58%
					Staff Costs	£ -	£ 528.29	-£ 528.29	
TOTAL INCOME	£ 2,000.00	£ 2,074.00	-£ 74.00	103.70%	TOTAL EXPENDITURE	£ 1,350.00	£ 1,339.08	£ 10.92	99.19%

COMMUNITY TRANSPORT DETAILED BUDGET					2017/18					
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent
Ticket Sales	£ 3,200.00	£ 1,122.00	£ 2,078.00	35.06%	Ticket Purchases		£ 2,200.00	£ 313.67	£ 1,886.33	14.26%
					Travel Costs		£ 750.00	£ 376.14	£ 373.86	50.15%
					Driver Costs		£ 260.00	£ 25.00	£ 235.00	9.62%
					Refreshments		£ 800.00	£ -	£ 800.00	0.00%
					CTA Membership		£ 270.00	£ -	£ 270.00	0.00%
					Miscellaneous		£ 50.00	£ 5.00	£ 45.00	10.00%
					Staffing Costs		£ 4,400.00	£ 2,336.54	£ 2,063.46	53.10%
TOTAL INCOME	£ 3,200.00	£ 1,122.00	£ 2,078.00	35.06%	TOTAL EXPENDITURE	£ -	£ 8,730.00	£ 3,056.35	£ 5,673.65	35.01%

LEIGH LIGHTS DETAILED BUDGET					2017/18					
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent
					Leigh Lights Reserve	£ 4,659.00			£ 4,659.00	
Traders Contribution	£ 1,600.00	£ 2,210.00	-£ 610.00	138.13%	Column Testing 1/3		£ 1,300.00	£ -	£ 1,300.00	0.00%
Stall Fees	£ 400.00	£ 790.00	-£ 390.00	197.50%	Installation Removal & Storage		£ 9,150.00	£ 6,862.50	£ 2,287.50	75.00%
Parade Prize contribution		£ 250.00	-£ 250.00		Electricity		£ 350.00	£ -	£ 350.00	0.00%
					Repairs & Renewals		£ 1,100.00	£ -	£ 1,100.00	0.00%
					Security		£ 6,000.00	£ 4,794.88	£ 1,205.12	79.91%
					Entertainment/Outside Assistance		£ 1,000.00	£ 425.00	£ 575.00	42.50%
					Road Closures & Licences		£ 6,000.00	£ 5,242.40	£ 757.60	87.37%
					First Aid, Cleansing & Promotion		£ 850.00	£ 959.50	-£ 109.50	112.88%
					Capital Renewals		£ 10,000.00	£ 9,012.00	£ 988.00	90.12%
					Parade prizes			£ 250.00		
TOTAL INCOME	£ 2,000.00	£ 3,250.00	-£ 1,250.00	162.50%	TOTAL EXPENDITURE	£ 4,659.00	£ 35,750.00	£ 27,546.28	£ 13,112.72	77.05%