

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 Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

Members are requested to attend a meeting of the
ENVIRONMENT & LEISURE COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday 19th June 2018** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea
commencing at **7.30 pm**.

Committee Membership

Cllrs: Jill Adair, Anita Forde, Jill Healey, Fr.Clive Hillman, Valerie Morgan (Chairman), Carole Mulrone, Declan Mulrone and Caroline Parker.

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 APRIL 2018](#).
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) Page 4

EVENTS

7. COMMUNITY DAY REPORT BY EVENTS & PROJECTS OFFICER ([Appendix 2](#)) Page 6
8. SUMMER SEASON ON STRAND WHARF REPORT

Planning is underway for the Summer Season on Strand Wharf programme of events every Sunday in July. A variety of stalls and entertainment have been secured.

9. CHRISTMAS LIGHTING PROGRAMME

- Christmas lighting has been donated to LTC for the 10 columns on the London Road with the only charge being fixings at a cost of £400 and column testing. Column testing also needs to be undertaken for the new metal columns in Rectory Grove and Broadway West as these can now carry the new style decorations being passed in.

It is **RECOMMENDED** that the cost of fixings for the new decorations along the London Road of £400 + VAT be funded from the Leigh Lights Repairs/Renewals Budget and that the cost of column testing 22 columns £1,750 + VAT be funded from the column testing budget. This will go over budget but each year we set aside a figure for column testing and so the residual will come from the Leigh Lights EMR.

- The lighting and storage contract is now due for renewal. Quotations have been received from three companies and whilst one was considerably cheaper, they are based a significant distance away and therefore would not be as responsive as our existing contractors to any problems and issues. During the installation and lighting period, regular checks are made in the area addressing matters immediately. This would not happen with another contractor based further afield and call out charges would apply. The existing

contractor has not increased their charges for the next three years, other than to add on an element for the additional decorations they will now be storing in respect of London Road.

It is **RECOMMENDED** that the existing contractors be awarded a 3-year contract from 2019/20 for £9,600 + VAT per year for the installation and storage of the Christmas street decorations. This will be reflected in future E&L budgeting which will be approved by P&R and Council in the budget setting procedure.

ALLOTMENTS

10. ALLOTMENTS REPORT

The tree works have been undertaken but not fully completed due to bird nesting. This will be completed in October. The new fencing has been installed. There have been a few incidents lately with youths trespassing on to the site and causing harassment. The matter was reported to the Police on both occasions. The Facilities Manager is responding to any gaps in the boundary as soon as advised.

11. 2018/19 RENTAL AND WATER CHARGES – ([Appendix 3](#)) Page 8

In line with the resolution made at Council in 2017/18, rental charges will increase by 4% to the nearest rounding.

Details of the increased water charges and an explanation can be found in the attached appendix.

It is **RECOMMENDED** that the Committee increase the water charge for 2018/19 as indicated in Appendix 3 and that the rental charges will be invoiced as per the schedule.

COMMUNITY TRANSPORT TRIPS SCHEME

12. ADMINISTRATION REPORT BY MARKETING AND PROFILE OFFICER

A trip was organised on Thursday 10th May 2018 to see the matinee performance of LODS “Copacabana” at the Palace Theatre. 14 members of the scheme attended who all seemed to enjoy the show very much. There were no issues or complications.

A survey was carried out to ask members what sort of trips they would like to go on with suggestions of places they might like to visit. The unanimous winner was Audley End House & Gardens in Saffron Walden. The trip will be going ahead on Wednesday 18th July 2018 with two minibuses arranged as we anticipate this to be a busy trip.

In August, we will be visiting Rayleigh, for a Heritage Tour. This will include a visit to the Windmill and Town Museum, as well as time for shopping and lunch. The trip will go ahead on Tuesday 14th August with 1 minibus.

FARMERS' MARKET

13. ADMINISTRATION REPORT BY FINANCE OFFICER

We welcome two new stallholders at our next market on Friday 15th June, a confectionery stall and a spice and seasoning stall.

Sadly, our Chutney supplier and long-standing stallholder at the market has passed away. The family has advised us that they will not be continuing his stall and we have sourced a suitable alternative.

OTHER E & L MATTERS

14. FRIENDS OF LIBRARY GARDENS

The next meeting of the ‘Friends of Library Gardens’ group will be held on 16th and 20th June, meeting in the Library Gardens at 10.00 – 11.30 am.

15. LEIGH REGATTA

Leigh Regatta is on Sunday 9th September 2018 and the organisers have contacted us to see if we would like a Councillor led stall again this year.

16. GUMDROP BINS

At its meeting in April, the Committee deferred the motion to purchase five Gumdrop metal bins until further details were obtained from Southend Borough Council on the success of their current campaign to reduce gum litter.

Southend Borough Council have confirmed they are not officially recording any data but the bins most full are those located on the High Street. They have not yet sent any bins back to Gumdrop since they were installed last summer but believed approximately 8 bins were almost full.

Southend Borough Council's Senior Planner expressed concern over erecting any signage within the conservation area (Leigh Broadway and Broadway West) as it would have detrimental impact on the historic character of these streets. Outside these areas, they think there would be less of an issue.

In light of the information gleaned from Southend Borough Council, it is **RECOMMENDED** that the Committee do not implement the Gumdrop Bins at this time but continue to review this initiative.

17. MERCHANT NAVY DAY

The Red Ensign is the official flag of the British Merchant Navy and those men and women on whom we depend to keep our island nation supplied with food, fuel and other imports.

Merchant Navy Day 3rd September has been commemorated since 2000 and for the past three years has been the focus of a UK-nationwide campaign to raise awareness of the reliance on seafarers and shipping.

The Committee are asked to consider whether they wish to fly the Red Ensign on the Strand Wharf flagpole and if they want the Council to promote this in any other way. There will be a minimal cost associated with purchasing a flag.

FINANCIAL

18. ENVIRONMENT & LEISURE BUDGET 2017/18 ([Appendix 4](#)) Page 9

CONFIDENTIAL

19. MOTION TO EXCLUDE PUBLIC AND PRESS – THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d)

20. EARTH ANGEL ALLOTMENT SCHOOL – Confidential Report 1

E&L resolved in April 2018 to defer the motion until a detailed written proposal was received from Earth Angel Allotment School, including details of their charitable status along with responses to queries raised by the Committee. The Town Clerk wrote to the school 18th April and received a reply 31st May which is presented in the confidential report.



Helen Symmons
Town Clerk
14th June 2018

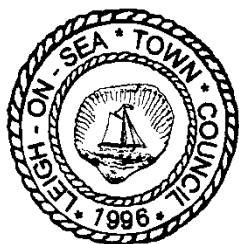
Any member who is unable to attend the meeting should send their apologies before the meeting.

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 15-08-17	25. Allotment Report	Fencing Project RESOLVED if cost within £6257		Amended cost now £1400 Work booked in	26-04-18	Work completed	NFA
E&L 20-02-18	68. E&L PDG	RESOLVED Community Day	EPO	Planning commenced	10-06-18	Event held	Debrief to follow
		RESOLVED Youth Market	APO	Planning commenced	14-07-18		
		RESOLVED Summer Season Strand	EPO	Planning commenced	08-07-18 15-07-18 22-07-18 29-07-18		
		RESOLVED Joint RSPB event	EPO	Planning commenced	14-10-18		
		RESOLVED Leigh Lights	EPO	Planning commenced	30-11-18		
		RESOLVED Carols on Strand Wharf	EPO	Planning commenced	08-12-18		
E&L 20-02-18	70. Allotments	RESOLVED to obtain further quotes re tree work	TC/FM	Reported to E&L	15-05-18		

Committee	Minute No. and Subject	Action Required	RO	Completion status	Completion Date	Outcome	Forward Action Required
						contractor instructed	
E&L 17-04-18	89. Earth Angel	RESOLVED to defer motion until further information received RESOLVED no further additional car parking providing on the allotment sites		Earth Angel contacted Societies advised	13-06-18 30-04-18	Confidential agenda item due to contractual nature	NFA under this minute NFA

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REPORT 2695/ED

Community Day, Bonchurch Park, 10th June 2018

This is the first time Leigh-on-Sea Town Council have hosted a Community Day with the initial premise to promote health and well-being in the community by bringing a variety of local charities and community groups together with the Town Council and utilise an area of Leigh we have not used before.

Although the park presented some event planning issues as there is no vehicle access, handwashing facilities or power, we managed to work around this and the initial take up from stallholders was good. On the day itself, we attracted approximately 600 visitors. There were 22 stallholders exhibiting (having had 6 last minute drop-outs) including Salvation Army, British Legion, Leigh Lions, Women's Institute, Girl Guides, St Johns Ambulance, Community Police, Essex County Fire & Rescue Service, Southend YMCA, Southend Adult Community College and more. There were also a number of performances throughout the day from local dance and drama groups.

Thanks have been given to West Leigh Baptist Church who also provided refreshments for stallholders and helped litter pick the park throughout the day.

Special guests, the Mayor and Mayoress of Southend and our MP, Sir David Amess also attended. It was also nice to see that our informal invitation to Southend Borough Councillors accepted by Cllr. Stephen Aylen and Cllr Bernard Arcscott.

The event was well received and although there is always room for improvement, the general feedback and response on the day was overwhelmingly positive and there was a noticeably 'local feel'. Many residents approached us and commented that it was nice to see the park used and get some good publicity. In preparation for the event we had also arranged for the grass to be cut and hedges tidied, which did not go unnoticed.

The stallholders expressed that it was a great opportunity to meet local residents who they hoped to maintain contact with and also network with other community group to share their experiences including volunteering opportunities. They appreciated the event and would like to see it return next year.

A debrief meeting will be arranged by the Events & Projects Officer with those Councillors who attended the event and an online survey sent to stall holders and visitors. Of the survey responses already received, the event has been rated 4/5 stars. A selection of responses included:

"The atmosphere was one of friendliness and fun. The music and dancing was excellent."

"A good mix of stall holders all from the Leigh area and a good family feel."

"I applaud those who worked so hard to make this day a success. Lovely to see our local community come together."

"The entertainment and the friendly atmosphere also how easy it was to find relevant people if needed any help."

We have also had extensive Facebook interaction off the back of the event, illustrating that the event has also benefitted the Council's outreach.

In summary, it was felt that the Community Day had a positive impact on the community, helping to make Leigh-on-Sea more cohesive and benefit those who become more involved with these groups, in terms of health and well-being. Most of all the Community Day was as much about having fun as a community, as it was doing something worthwhile to improve the town.

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Allotment Rent 2018/19

	Starter Plot (A/B/C)			Half Plot (E/W)			Full Plot		
	Rent	Water	Total	Rent	Water	Total	Rent	Water	Total
over official retirement age	£9.50	£2.50	£12.00	£14.50	£4.00	£18.50	£28.00	£7.50	£35.50
Full	£19.00	£2.50	£21.50	£28.00	£4.00	£32.00	£55.00	£7.50	£62.50

Tenacy Deposits **£15.00** **£25.00** **£50.00**

Key Charges **£5.00** Leigh Site and Manchester Drive Site
£10.00 Marshall Close Site

No increase has been made to the water charge for the past 4 years as a rebate was being given for a previous overcharge. This rebate has now ended and water charges will be set to cover the payments made by the Council for water rates. This has resulted in an increase of £1.50 for a full plot, £1.00 for a half plot, and 50p for a starter plot. Costs will continue to be monitored by the Council to ensure that no over or under-payments are made by plot-holders.

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ENVIRONMENT AND LEISURE DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Community Transport	£ 2,500.00	£ 237.00	£ 2,263.00	9.48%	Community Transport		£ 6,866.00	£ 591.79	£ 6,274.21	8.62%
Farmers' Market	£ 2,500.00	£ 518.00	£ 1,982.00	20.72%	Farmers' Market		£ 5,067.00	£ 932.37	£ 4,134.63	18.40%
Leigh Lights	£ 2,750.00	£ -	£ 2,750.00	0.00%	Leigh Lights	£ 10,159.00	£ 34,970.00	£ -	£ 45,129.00	0.00%
Allotments	£ 13,085.00	£ 126.00	£ 12,959.00	0.96%	Allotments	£ 8,876.92	£ 21,857.00	£ 7,915.19	£ 22,818.73	25.75%
General Events	£ 400.00	£ 1,139.69	-£ 739.69	284.92%	General Services*	£ 5,900.00	£ 7,650.00	£ 16.67	£ 13,533.33	0.12%
Loaned Equipment	£ 50.00	£ 40.00	£ 10.00	80.00%	General Events*	£ 6,086.30	£ 7,750.00	£ 903.86	£ 12,932.44	6.53%
					Staffing Costs		£ 12,260.00	£ 1,687.76	£ 10,572.24	13.77%
TOTAL INCOME	£ 21,285.00	£ 2,060.69	£ 19,224.31	9.68%	TOTAL EXPENDITURE	£ 31,022.22	£ 96,420.00	£ 12,047.64	£ 115,394.58	9.45%
General Services					General Events					
Flower Baskets	£ 5,650.00	£ -	£ 5,650.00	0.00%	Summer Season Strand Wharf		£ 3,750.00	£ 355.00	£ 3,395.00	9.47%
First Aid Provision	£ 1,000.00	£ 16.67	£ 983.33	1.67%	Community Day		£ 1,000.00	£ 112.00	£ 888.00	11.20%
		£ -	£ -		Carols on Strand Wharf		£ 1,000.00	£ -	£ 1,000.00	0.00%
Good for Leigh	£ 500.00		£ 500.00	0.00%	Easter Programme		£ 1,000.00	£ 431.00	£ 569.00	43.10%
Community Facilities	£ 500.00	£ -	£ 500.00	0.00%	Other Events		£ 250.00	£ -	£ 250.00	0.00%
					Youth Market		£ 250.00			
					Events Equipment		£ 500.00	£ 5.86	£ 494.14	1.17%
	£ 7,650.00	£ 16.67	£ 7,633.33	0.22%		£ -	£ 7,750.00	£ 903.86	£ 6,596.14	11.66%

ALLOTMENTS DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
					2017/18 Accrual			-£ 1,004.57		
Manchester Drive Rent	£ 7,700.00	£ -	£ 7,700.00	0.00%	Maintenance Costs	£ 2,620.19	£ 2,500.00	£ -	£ 5,120.19	0.00%
Leigh Site Rent	£ 3,200.00	£ -	£ 3,200.00	0.00%						
Marshall Close Rent	£ 470.00	£ 45.00	£ 425.00	9.57%	Waste Clearance/Tree Work	£ 5,600.00	£ 1,000.00	£ 4,883.00	£ 1,717.00	
					ASA Leigh Site		£ 1,600.00	£ 400.00	£ 1,200.00	25.00%
Manchester Drive Water	£ 1,200.00	£ -	£ 1,200.00	0.00%	ASA Manchester Drive		£ 3,000.00	£ 750.00	£ 2,250.00	25.00%
Leigh Water	£ 450.00	£ -	£ 450.00	0.00%	ASA Marshall Close		£ 500.00	£ 125.00	£ 375.00	25.00%
Marshall Close Water	£ 65.00	£ 6.00	£ 59.00	9.23%	Capital Expenditure	£ 656.73	£ 1,000.00	£ 895.00	£ 761.73	54.02%
					Affiliations		£ 65.00	£ -	£ 65.00	0.00%
Keys		£ 35.00	-£ 35.00		Water Rates		£ 2,800.00	£ 518.46	£ 2,281.54	18.52%
Tenancy Deposits		£ 40.00	-£ 40.00		Keys & Refunds			£ 10.00	-£ 10.00	
Other Income		£ -	£ -		Tenancy Deposits			£ 90.00	-£ 90.00	
					MDAS Commission		£ 875.00		£ 875.00	0.00%
					Staff Costs		£ 8,517.00	£ 1,248.30	£ 7,268.70	14.66%
TOTAL INCOME	£ 13,085.00	£ 126.00	£ 12,959.00	0.96%	TOTAL EXPENDITURE	£ 8,876.92	£ 21,857.00	£ 7,915.19	£ 21,814.16	25.75%

COMMUNITY TRANSPORT DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
Ticket Sales	£ 2,500.00	£ 237.00	£ 2,263.00	9.48%	Ticket Purchases		£ 2,000.00	£ 16.00	£ 1,984.00	0.80%
					Travel Costs		£ 750.00	£ 25.00	£ 725.00	3.33%
					Driver Costs		£ 300.00	£ -	£ 300.00	0.00%
					Refreshments		£ 700.00	£ 102.00	£ 598.00	14.57%
					CTA Membership		£ 270.00	£ -	£ 270.00	0.00%
					Miscellaneous		£ 50.00	£ 4.50	£ 45.50	9.00%
					Staffing Costs		£ 2,796.00	£ 444.29	£ 2,351.71	15.89%
TOTAL INCOME	£ 2,500.00	£ 237.00	£ 2,263.00	9.48%	TOTAL EXPENDITURE	£ -	£ 6,866.00	£ 591.79	£ 6,274.21	8.62%

FARMERS' MARKET DETAILED BUDGET					2018/19				
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Budget 2018/19	Expenditure	Balance	% Spent
Stall Hire	£ 2,500.00	£ 518.00	£ 1,982.00	20.72%	Hall Hire	£ 900.00	£ 136.00	£ 764.00	15.11%
					Leaflets/Publicity	£ 200.00	£ -	£ 200.00	0.00%
					Banners	£ 200.00	£ -	£ 200.00	0.00%
					Miscellaneous	£ 50.00	£ -	£ 50.00	0.00%
					Staff Costs	£ 3,717.00	£ 796.37	£ 2,920.63	21.43%
TOTAL INCOME	£ 2,500.00	£ 518.00	£ 1,982.00	20.72%	TOTAL EXPENDITURE	£ 5,067.00	£ 932.37	£ 4,134.63	18.40%

LEIGH LIGHTS DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
					Leigh Lights Reserve	£ 10,159.00			£ 10,159.00	
Traders Contribution	£ 2,000.00	£ -	£ 2,000.00	0.00%	Column Testing 1/3		£ 1,300.00	£ -	£ 1,300.00	0.00%
Other Income	£ 750.00	£ -	£ 750.00	0.00%	Installation Removal & Storage		£ 9,150.00	£ -	£ 9,150.00	0.00%
Sponsorship		£ -	£ -		Electricity		£ 420.00	£ -	£ 420.00	0.00%
					Repairs & Renewals		£ 1,000.00	£ -	£ 1,000.00	0.00%
					Security		£ 6,200.00	£ -	£ 6,200.00	0.00%
					Entertainment/Outside Assistance		£ 700.00	£ -	£ 700.00	0.00%
					Road Closures & Licences		£ 5,200.00	£ -	£ 5,200.00	0.00%
					First Aid, Cleansing & Banners		£ 1,000.00	£ -	£ 1,000.00	0.00%
					Capital Renewals		£ 10,000.00	£ -	£ 10,000.00	0.00%
					Miscellaneous			£ -		
TOTAL INCOME	£ 2,750.00	£ -	£ 2,750.00	0.00%	TOTAL EXPENDITURE	£ 10,159.00	£ 34,970.00	£ -	£ 45,129.00	0.00%

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