



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
leighcouncil@btconnect.com www.essexinfo.net/leigh-on-sea

Chairman: Cllr Pat Holden
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson



MINUTES OF THE MEETING OF THE LEISURE, FORESHORE & ENVIRONMENT COMMITTEE HELD ON THURSDAY 18th NOVEMBER 2010 AT THE COUNCIL OFFICE, 67 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Hilary Davison (Chairman), Mrs Elaine Crystall, Mike Dolby, Peter Dolby, Pat Holden, Carole Mulroney, Patsy Ryan

Also in attendance: Cllr Donald Fraser, Paul Beckerson (Town Clerk) and Paul Lawrence

The meeting opened at 8.00pm

29. CHAIRMANS OPENING REMARKS

The Chairman welcomed those present to the meeting.

30. DECLARATIONS OF INTEREST

There were none at this point.

31. APOLOGIES FOR ABSENCE

Cllrs: Mrs Reta Cocks, Jan Andrews and Chris Page (Belfairs High School)

32. TO APPROVE THE MINUTES OF THE MEETING OF THE 21st OCTOBER 2010

Minutes of the meeting of the 21st October 2010 were agreed and signed by the Chairman.

33. ITEMS FOR DISCUSSION

a) Leigh Lights Meeting with Southend Advisory Group – Report 1811/LLWP (Appendix 1)

Members noted the report. The Convenor updated members. There were 12 people from Southend Carnival who are assisting with the procession. Chris Page would be taking photos at the event, we are to provide a High-Vision Jacket and inform him of the timings.

Last paragraph of report should be Route 5 Bus Stop not Route 1.

b) LIONS – PROPOSED SPORTS DAY FOR THE DISABLED 2011 – Cllr Reta Cocks to report (Report 1803/RC – Appendix 2).

The Lions were seeking support from the Town Council with photocopying etc. It was **RESOLVED to ascertain what the likely numbers were.**

c) CAROLS ON STRAND WHARF DECEMBER 2010

The Convenor Cllr. Pat Holden gave members a verbal update on the progress so far and that the format would be the same as previous years.

d) GOOD LEIGH CAMPAIGN

The Convenor Cllr Hilary Davison reminded members that the Good for Leigh Spring Clean Week would take place between the 11th and the 17th April 2011. The existing banners would be reused for publicising the campaign which would take place during the whole summer period.

34. BUDGETS 2010/11

The Report 1812/LFE was noted. (Appendix 3)

35. BUDGETS 2011/12

The committee discussed the budget that had been referred back from the last meeting of F & GP. After some discussion the following proposals by Cllr Peter Dolby were put forward to the Committee.

LFE Budget 3rd Draft (Committee Recommendations) - 18-11-10

Heading	Income	Expenditure	
Community Transport*	6124	10824	
Flower baskets	0	5000	
First Aid Provision	0	1000	Reduction of £200
Farmers Market*	1800	2130	
Strand Wharf	0	5000	Increase of £5000
Leigh Lights*	3300	22303	
Paddling Pool	0	0	
Grants to outside organisations	0	1750	
Fishing Festival	800	2800	
May Day	0	500	
Carols on Strand Wharf	0	500	
Easter Event		800	
Good for Leigh		500	
Community initiatives and recreational facilities		500	Increase of £500 (Flag)
Staff costs		6835	
Totals	12024	60442	
Nett cost		48418	

* see separate budgets below

Increase of
£2999 from
2010/11

Community Transport	Income	Expenditure	
Staff costs		3875	Increase of £16
Ticket sales	6124		
Trip costs		4752	
Minibus hire		1265	
CRB checks		70	
Petrol		144	
Refreshments		422	
CTA membership		150	
Midas Training		146	
Totals	6124	10824	
Nett cost		4700	

Farmers Market	Income	Expenditure	
Stall hire	1800		Increase of £12
Hall Hire		1368	
Leaflet		562	
Banners		200	
Totals	1800	2130	
Nett cost		330	

Leigh Lights	Income	Expenditure		
Column testing		800	Decrease of £1000	
Installation and removal		5638		New fixed quotation
Storage		1500		
Power		500		May have contribution from SBC
Replacement bulbs / renewal		1035		
Traders contributions	2500			Reduced by £1000 to reflect 2010/11
Switch-on security		2550		
Entertainers		2600		
Road closures, licences etc.		1430		
Donations		500		
Capital 3rd Phase		4250		
Charges to stalls, fairs	800			
Support columns - erect and remove plus storage		1500		
Totals	3300	22303		
Nett cost		19003	Decrease of £3117	

The committee **RESOLVED** to forward the above proposal to F & GP on the basis that any under spend in the Election Budget of £19,000 be vired to the Strand Wharf Capital Programme.

The meeting closed at 8.47pm



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Minutes for Leigh Lights Working Party

Report 1811/LLWP

Thursday 21st October, 7.00pm

Present: Cllr Peter Dolby, Hilary Davison, Caroline Parker, Pat Holden.
Also in attendance: Paul Lawrence, Ric Morgan, David Elcock, Toni Cordery and Town Clerk

Apologies: received from Cllr Mrs Rowswell and Peter Monk

- 1) Raised from minutes of 8th September
 - Waitrose – Contact from Waitrose still to get back to Peter regarding help with event.
 - Essex Life Magazine – Unfortunately we were unable to get a slot in their November addition.
- 2) Update on the lights
 - Purchase of new lights (Aylesford) - delivery is expected any day.
 - Columns for across road pieces (McDonald)
Still no date for the columns being put in place but will be giving us a date shortly. As they are being erected and staying in place for the duration of the lights costs will be reduced.
 - Survey by contractor (Cable Test) - Town Clerk to contact Cable Test and arrange for them to look at the lights in the tree at St Clements Church and also for arranging the delivery of the new lights.
- 3) Electricity supply to the lights
Paul Godward (Southend street light engineer) confirmed that even though it has been overlooked for past events, we will be required to pay for the electricity used this year.
EDF will advise of the cost once the Town Clerk has provided the quantity of lights, wattage and the duration that the lights will be on.
Peter Dolby commented that as the lights are low wattage LED the cost of electricity should be in £100's
- 4) Traders Contributions
Letters have been distributed to traders in the following areas:
Broadway north/south – delivered by Peter Dolby
Broadway West & Elm Road – delivered by Hilary Davison
Leigh Road south and north – delivered by David Elcock
Rectory Grove inc. Grove End – delivered by Pat Holden

Peter Dolby, Caroline Parker and Paul Lawrence agreed to deliver letters to the Old Town, London Road and Pall Mall.

Letters have been sent to the following possible funders:
Southend-on-Sea Borough Council, Cory Environmental, London Southend Airport, Southend United Football Club Ltd, St Clements Church (rev and PCC), Lady of Lourdes Catholic Church, C2C, Waitrose, The Co-op, Sainsbury's, Morrisons, RBS, Adventure Island, Renaissance Casino, The Rendezvous Casino, Jegs Electrical, Safestore, Big Yell Self Storage.

- C2C, Adventure Island and Barclays have confirmed they are unable to provide any funding.

5) Traders contributions as of 19/10/10 are £1388.00.

6) Participants confirmed so far

Entertainment

Folk Festival – Famous Potatoes

Peter Optical and Artful Roger, street entertainers

Punch & Judy

Procession

St John Ambulance, cadets & badgers

Southend Carnival Court

SBC Bike Crew NEW

Cally Davis Drama Group

Border Dash Morris Dancers

Starlight Productions

Khantisci Miniature Horses

Southend Gang Show

Roydon Academy of Performing Arts NEW

Taxi Drivers Charity Fund, Toy Story float NEW

Essex Marching Corps NEW

Leigh Starlites (Majorettes) NEW

Stalls

Roasted chestnuts & toasted marshmallows

Trulie Scrumptious Cakes

Sweets, nuts & dried fruit

Leigh Lions BBQ

Route 1 Bus

Anxiety Action

Fairhavens

Essex Air Ambulance

Ring the Bell

Hats, gloves & scarfs NEW

Life size santa stall

Teddy bear game stall

Christmas stall

Soft Christmas toys

Creative Balloon

Little Monsters Face painting

Leigh Fairtrade

Fancy goods crystals and small toys NEW

Essex Marching Corps NEW

It was **AGREED: that the stall charge for trading participants will be £30 per table, this is not charged to charity stalls.**

7) Timetable

Road closures	4.00pm
Ric Morgan to commence announcements.	4.30pm
Entertainment starts	5.00pm
Procession starts	6.20pm – stopping in BroadwayWest during the switch-on
Switch-on	6.30pm
Event ends	8.00pm (or on Police advice)

8) Details and arrangements of the night of the lights

- McKenzie Arnold quote £2,587.50. The addition of an extra road closure means this will go up slightly. We are awaiting an updated quote.
- Stage area
 - It was agreed at the meeting with SBC that the stage area would be a curtain sided lorry parked on the south side of the Broadway across Leigh Hill. The Famous Potatoes will perform on the stage after the procession. SBC will provide safety barriers.
- Taxi Drivers Chariry Fund – Burger Bar, top of Leigh Hill
 - The new stage area means that this needs to be repositioned. Toni to contact Brian Houssart to confirm that across any of the other side roads will be fine, so long as there are no adjacent cafes.
- Salvation Army Band
 - Pat Holden will contact Major John Carmichael regarding the band playing along Rectory Grove outside the post office instead of their usual position in the triangle opposite St Clements Church. This was requested by Rectory Grove traders and will mean the Salv. Army Band have a longer period to play.
- Publicity - Programmes/posters
 - Leigh Print & Copy have agreed to print as many posters as we need for free, providing their logo is on the bottom the same as last year. Toni to ask if they will print the programmes for us as well.
- Southend Theatres
 - The pantomime at the Cliffs Pavilion this year is Peter Pan, starring Bradley Walsh as Smee. Cliffs Pavilion staff will be attending to distribute panto promo items. They will be dressed up as certain characters in the procession. A banner will be placed on the library garden railings next to ours. For this, they are sending us 2 family tickets to give away as prizes.
 - We will include in the programme a competition of some sort for youngsters. Maybe a page of the programme could be a colouring competition for kids to enter. Toni will contact Southend Theatres to see if they are able to provide anything for youngsters to colour in.
- Press release – to be sent out asap.
- Grand Fairground

- Don Drake has been advised to stay within the Grand Car Park area and not to have any amusements on the highway. This delayed the highways being opened on time last year.

The Town Clerk will chase Fluereys regarding use of the car park.

- Re-routing buses
 - Advance warning signs are to be made up by SBC to help advise bus drivers of the changes to their usual route. The cost of these are to be met by LTC.
- Traders permits
 - Trading standards require all traders at the event to have formal ID advertising that they have been approved to trade at the event. As badges on string, used last year, are considered dangerous It was **AGREED: that Toni can purchase clip on badges for the traders to wear.**

9) Any other business

- Chris Charles has been able to arrange for 5 people who work with Southend Carnival to help steward the procession. He has also confirmed that Gary Lowen will be the procession controller.

- Toni to send letter to all Cllrs requesting their help on the night of the event and also delivering the road closure letters. This is a massive task and requires as much help as possible.

- Ric Morgan will require a radio. The stage offers a good vantage point to spot problems that may occur.

- Churches Together will be attending the event again this year. They plan to arrange a bigger 'Get in the Picture' to be positioned on Leigh Road near the Route 5 bus.

Report 1812/LFE

LFE Budget 2010/11

Heading	B/F 2009/10	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Spent
Community Transport*		6124	3,052.00	10624	6719.95	3667.95	832.05	81.51
Flower baskets		0		5000	3,425.63	3425.63	1574.37	68.51
First Aid Provision		0		1200	1,208.87	1208.87	-8.87	100.74
Farmers Market*		1800	1,297.00	1840	769.02	-527.98	567.98	41.79
Strand Wharf	74,408	0		0	0.00	0.00	0	0.00
Leigh Lights*	1,300	4300	2,118.00	26420	6,635	4517.00	17603	26.41
Paddling Pool	1,798	0		0	0.00	0.00	0	0.00
Grants to outside organisations		0		1750	1,779.00	1779.00	-29	101.66
Fishing Festival		800	183.11	2800	2,275.29	2092.18	-92.18	81.26
May Day		0		500	362.02	362.02	137.98	72.40
Carols on Strand Wharf		0		500	0.00	0.00	500	0.00
Easter Event		0	304.71	800	730.00	425.29	374.71	91.25
Good for Leigh			50.00	500	266.56	216.56	283.44	53.31
Community initiatives and recreational facilities				0		0.00	0	
Staff costs				6509	3,142.02	3142.02	3366.98	48.27
Totals		13024	7004.82	58443	27313.36	20308.54	25110.46	46.74
Nett cost				45419				

* see separate budgets below

Various

8017.07

**LFE Community Transport Budget
2010/11**

Community Transport	B/F 2009/10	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Spent
Staff costs				3675	2,259.92		1,415.08	61.49
Ticket sales		6124	3,052.00		75.00		3,072.00	49.84
Trip costs				4752	3,091.84		1,660.16	65.06
Minibus hire				1265	557.08		707.92	44.04
CRB checks				70	15.83		54.17	22.61
Petrol				144	21.28		122.72	14.78
Refreshments				422	569.00		-147.00	134.83
CTA membership				150	0.00		150.00	0.00
Midas Training				146	130.00		16.00	89.04
Totals		6124	3052	10624	6719.95		3,904.05	
Nett cost				4500	Actual	3667.95		81.51

LFE Farmers Market Budget 2010/11

Farmers Market	B/F 2009/10	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Spent
Stall hire		1800	1,297.00				690.00	72.06
Hall Hire				1090	666.90		534.25	61.18
Leaflet				550	0.00		550.00	0.00
Farmers Market Pay				0	97.88		-83.76	
Miscellaneous				0	4.24		0.00	
Banners				200	0.00		200.00	0.00
Totals		1800	1297	1840	769.02	-527.98		
Nett cost				40				

LFE Leigh Lights Budget 2010/11

Leigh Lights **	B/F 2009/10	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Spent
Column testing			0.00	785	750.00		35	95.54
Installation and removal			0.00	4838	260.00		4,578	5.37
Replacement bulbs			0.00	1015	0.00		1,015	0.00
Traders contributions		3500	2,118.00		0.00		2,377	0.00
Switch-on security			0.00	2500	0.00		2,500	0.00
Entertainers			0.00	2600	50.00		2,550	1.92
Road closures, licences etc.			0.00	1400	70.00		1,330	5.00
Donations			0.00	500	0.00		500	0.00
Charges to stalls, fairs		800	0.00		0.00		800	0.00
New lights 3 crossovers			0.00	4525	0.00		4,525	0.00
Installation of new lights			0.00	724	0.00		724	0.00
New lights - 1 in Leigh Road			0.00	600	0.00		600	0.00
Installation of new lights			0.00	248	0.00		248	0.00
Support columns - purchase			0.00	5505	5,505.00		0	100.00
Support columns - erect and remove			0.00	1180	0.00		1,180	0.00
Totals	1300	4300	2118	26420	6,635	4,517		24.92
Nett cost				22120				

** This includes adding set pieces for 2010, which the committee can include or exclude