



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulrone
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD AT 7.30PM ON THURSDAY 11th JUNE 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulrone (Chairman), Jill Adair, Mark Bromfield, Madelaine Hanman-Murphy, Fr. Clive Hillman, Vivien Rosier and Jane Ward

Also in attendance: Cllrs Donald Fraser and Helen Robertson, Paul Beckerson (Town Clerk), Three members of the public, (Sheila Brazier, Mike Hansford and a neighbouring resident from Blenheim Chase for item 9 of the agenda)

The opened at 7.30pm

3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the first meeting of Environment and Leisure Committee of the new administration and apologised for the rather lengthy agenda a lot of which was legacy from the previous administration.

4. APOLOGIES FOR ABSENCE

Cllrs Patrick Fox, Richard Herbert and Val Morgan

5. DECLARATIONS OF MEMBERS' INTERESTS

There were none.

6. APPROVAL OF MINUTES OF 21st APRIL AND 13th MAY 2015

The minutes of the meetings of 21st April and 13th May 2015 were agreed and signed by the Chairman.

7. MINUTES OF THE COMMUNITY TRANSPORT SUB-COMMITTEE MEETING 5th MAY 2015 (Appendix 1 to the agenda)

The meeting **noted** the minutes.

8. ELECTION OF MEMBERS TO THE OLD TOWN COMMUNITY GROUP (Chairman and Vice Chairman are automatically members)

Cllrs Fr. Clive Hillman and Val Morgan were elected to the group.

The Committee **recommended** that Nick James, Margaret Buckey, Ian Johnson, Colin Sedgewick and Paul Gilson are co-opted to the group.

9. ELECTION OF MEMBERS TO THE FARMERS' MARKET TASK & FINISH GROUP

The Committee **elected** Cllrs Donald Fraser and Helen Robertson to the group.

10. ELECTION OF REPRESENTATIVE TO SBC BIO-DIVERSITY GROUP

Cllr Fr. Clive Hillman was **elected** as the Council's representative.

11. TO NOTE ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES (Annual Town Council Meeting)

Leigh Port Partnership – Cllr Alistair Hanman

Thames Estuary Partnership – Cllrs Fr. Clive Hillman, Val Morgan and Carole Mulroney

The Committee **noted** the election of the representatives.

12. CHANGE TO ORDER OF AGENDA

The Committee **RESOLVED** to take item 9 on the agenda next Blenheim Service Road Bollards.

13. BLENHEIM SERVICE ROAD BOLLARDS – Report 2515/HS (Appendix 4 to the agenda)
Decision item

The meeting adjourned to allow the resident's representative to address the Committee

Mr Mike Hansford addressed the Committee speaking in support of Option 3 in the recommendation.

The meeting reconvened

Members considered the report and the recommendation from the Allotments PDG of 10th June 2015 that Option 3 and the recommendation in Report be agreed.

The Committee **RESOLVED** to agree Option 3 and the recommendations in the report.

1. The fixed bollard remain
2. Option 3
The fixings for the removable bollard remain in place but the bollard is not re-instated at this time. It can be used as an extreme short term emergency measure should the regular re-occurrence of fly tipping on the allotment site occur in this area in the future
3. Contact SEH with the original intention of putting up fly tipping signs on the allotment fence facing the service road and advise ALL residents allowing a short period of time for any written objections.
4. If SEH and majority of residents have no objections, install fly tipping signs. SBC have already supplied fly tipping signs for the skate park but are unsuitable due to the fixings available. These would be able to be fixed to the allotment fencing by the Facilities Manager and therefore would not incur a cost to LTC.
5. Consider installing wire netting or chain link to inside of allotment fencing at vulnerable points to deter fly tipping through the fence uprights until the brambles and shrubs perform this function – Appendix 4¹

¹ www.meshdirect.co.uk

6. Allotments Officer/Assistant Town Clerk to maintain contact with Mike Hansford as Blenheim Chase representative with regard to any issues that involve the allotments in connection with the service road

14. COMMITTEE REVIEW 2015

The Committee **RESOLVED** to defer the review until the autumn.

15. ABOLITION OF ENVIRONMENT & LEISURE SUB-COMMITTEES AND REPLACEMENT WITH POLICY DEVELOPMENT OR TASK AND FINISH GROUPS – Officer's Report

- i. That the Terms of Reference TR8, TR9 and TR10 referring to Allotments, Community Transport and Events Sub-Committees are rescinded. That an Allotments PDG, a Community Transport T&FG and an Events PDG are convened with the following remits (basically same as sub-committees but simplified Appendix 2). The membership of these Groups to be appointed by the Committee. The powers and authority of the rescinded Sub-Committees to be delegated to the Town Clerk or relevant Officer.

The Committee **RESOLVED** to approve the new structure and amended Terms of reference.

- ii. To appoint members to the following PDGs and T&FGs (the Chairman and Vice Chairman of the Committee will automatically be a member of the Groups):

The Committee **RESOLVED** that the Allotments PDG consist of all Committee Members and **RECOMMENDED** to Council that the existing Co-Opted Members be reappointed. It was further **agreed** that other interested parties were welcome to attend the group.

The Committee **RESOLVED** that Cllrs Jill Adair and Donald Fraser be elected to the Community Transport T&FG and **RECOMMENDED** to Council that Jan Andrews, Brian Houssart MBE, Pat Holden and Members Representative Pat Grieg are Co-opted as members.

The Committee **RESOLVED** to elect Cllrs Jill Adair, Fr. Clive Hillman, Helen Robertson and Vivien Rosier to the Events T&FG

Heritage Assets T&FG interested Council members

- iii. The Committee **RECOMMENDED** to P&RC that Standing Order 5 be amended to add the clause: the views of PDGs and T&FGs will be used to inform the decisions of committees and officers with delegated authority. That, for clarity, these are discussion groups not decision making committees and attendance is restricted to Councillors, co-opted members and invited members of the public unless otherwise designated. Only appointed members of the Group will be able to vote.
- iv. Changes to **TR11** Policy Development Groups & Task & Finish Groups (PDGs & T&FG)

The Committee **RECOMMENDED** to P&RC that paragraph 1 in the Terms of Reference be replaced with the following:

PDGs and T&FGs will be chaired by the Chairman of the parent Committee and will discuss and recommend policy to the parent Committee as appropriate. Where any urgent action is required the delegated Officer can

take any measures deemed essential, where there is no consensus the proposed action must be referred to the parent Committee for resolution.

16. SEAFRONT SHELTER UPDATE

SBC were obtaining further costings for the repair of the shelter and were paying the fencing company.

17. PONDS ON ALLOTMENTS – Report 2516/HS (Appendix 3 to the agenda)

The Committee **RESOLVED** to agree the recommendations in the report and from the Allotments PDG:

- i. The plot holder be permitted to retain his pond and the pond and fence are to be maintained to a satisfactory standard. If an issue arises, LOSALGA are to convey this to Leigh Town Council
- ii. That a Plot deposit be taken in this instance and in respect of all future pond requests
- iii. That existing ponds can be retained at the discretion of the Allotment Society.

18. ALLOTMENT RULES MOTION for **Cllrs Richard Herbert and Carole Mulroney**

Motion:

That the recommendations of minute 74 of the Allotment Sub-Committee of 1st April 2015 (Appendix 6) be not be accepted. That the following rules be resolved:

1. Hazardous or inappropriate installations or structures are not allowed on the allotments. The following would not normally be considered appropriate and guidance should be sought from the relevant allotment associations or the Council. Ponds with dimensions in excess of 10sqft x 18in deep, Structures with dimensions in excess of 2m x 1.2m x 2m.

The Committee **RESOLVED** to agree part 1.

2. If, on inspection a plot holder is considered in breach of any of the rules/tenancy agreement then they will sent a written notice, to their registered address, of the steps which must be taken to rectify the situation. If after a period of 28 days the notice has not been complied with to the satisfaction of the Council, the Council may take such action as it deems necessary and the full cost, including the Council's costs, will be immediately payable by the plot holder.

The Committee **RESOLVED** to agree part 2 with the addition at the end. "The plot-holder has a right of appeal to the Council's Complaints Procedure.

3. The terms and rules of the tenancy agreements may be altered by the Council subject to 14 days written notice. The published minutes of the Council's relevant committee shall be the written notice. If a plot holder disagrees with the changes they may, within the 14 day period, give up their plot and no further action will be taken.

The Committee **RESOLVED** to agree part 3.

The Committee **RECOMMENDED** the rule changes to Council.

19. ALLOTMENTS PDG MEETING 11th MAY 2015 – Report 2513/HS (Appendix 5 to the agenda)

The Committee **noted** the minutes.

20. ALLOTMENTS PDG MEETING 10th JUNE 2015 – Report 2524/APDG (Appendix 6a to the agenda)

The Committee **RESOLVED** to agree the recommendation in Minute 5:

That the sleepers placed between the car park and the first track be left in position on a permanent basis.

21. CREATION OF LEIGH-ON-SEA REGISTER OF HERITAGE ASSETS (Appendix 7 to the agenda)

The Committee **RESOLVED** to approve the project and noted that the workshop will be held on Thursday 16th July 2015 at 7.30pm.

That Cllrs Jill Adair, Mark Bromfield, Fr. Clive Hillman, Vivien Rosier and Jane Ward be elected to the Heritage T&FG.

22. DOGS AND LITTER PDG MEETING ARRANGEMENTS

The Committee **noted** that the meeting was being deferred until the autumn.

23. NOTICE OF FORTHCOMING EVENTS AND ASSISTANCE REQUIRED – Report 2523 (Appendix 8 to the agenda)

The Committee **RESOLVED** that all members should help at events and that the Events Officer be informed of what they were able to contribute.

24. ENVIRONMENT & LEISURE BUDGET 2015/16 as the New Year has not been opened yet a report will go to the next Committee meeting.

The Committee **noted** that a financial report will be presented to the July meeting.

The meeting closed at 8.54pm