



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



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

Notice is hereby given that a meeting of the **Environment and Leisure Committee** of the Leigh-on-Sea Town Council will take place on **Thursday 11<sup>th</sup> June 2015**, 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 MEETINGS ON 21<sup>st</sup> APRIL AND 13<sup>th</sup> MAY 2015
5. MINUTES OF COMMUNITY TRANSPORT SUB-COMMITTEE MEETING 5<sup>th</sup> MAY 2015 (Appendix 1)
- 5a. ELECTION OF MEMBERS TO THE OLD TOWN COMMUNITY GROUP (Chairman & Vice Chairman of Committee are automatically members of the group).

To elect four members to the Group with co-opted members Nick James, Ben Smith, Margaret Buckey, Ian Johnson, Colin Sedgewick and Paul Gilson.

- 5b. ELECTION OF MEMBERS TO THE FARMERS' MARKET TASK & FINISH GROUP

To elect three members to the Group (David Hammond is the co-opted member and Chairman)

- 5c. ELECTION OF REPRESENTATIVE TO SBC BIO-DIVERSITY GROUP

To elect representative

- 5d. 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

- 5e. COMMITTEE REVIEW 2015

It is **proposed** to defer the review until the autumn.

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

**Report:** On reconsideration of the function of the Sub-Committees it is apparent that they can operate in a more flexible and effective manner as PD or T&F Groups. They were originally set up as sub-committees in order to take spending and policy decisions; however, these decisions may be delegated to officers informed by the views of the Group and in line with the budget. Councillors remain fully in control as, if they disagree with any final

decision, they may always refer it to the Committee as a motion, calling an extraordinary meeting, if required.

In the same way it is not necessary for the majority on the Group to be Councillors, or for these meetings to be open to the public as they are expressing a view rather than taking decisions. Whilst these groups would normally give a written report of their deliberations it would be possible, if time does not allow this, for their oral views on agenda motions/reports to be presented to the Committee.

The Groups should recognise that it is not possible for decisions to be taken by a single councillor so the previous quasi-executive position of "convenor" is not appropriate. Sufficient authority can be delegated to officers on the direction of the Committee and informed by the Group.

The specific proposals are outlined below.

- a) 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 is **requested** to approve the new structure.

- b) 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):

Allotments PDG all Committee Members & Co-Opted Members as former Sub-Committee

Community Transport T&FG 2 Council members & Co-opted Members

Events T&FG no limit on Council members

Heritage Assets T&FG interested Council members

- c) The Committee is **requested** to recommend 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.
- d) Changes to **TR11** Policy Development Groups & Task & Finish Groups (PDGs & T&FG)

The Committee is **requested** to recommend 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.

7. SEAFRONT SHELTER UPDATE – Officer's Report (If received)
8. PONDS ON ALLOTMENTS – Report 2516/HS (Appendix 3) Decision Item
9. BLENHEIM SERVICE ROAD BOLLARDS – Report 2515/HS (Appendix 4) Decision Item
10. ALLOTMENT RULES MOTION from **Cllrs Richard Herbert and Carole Mulroney.**

**Motion:**

That the recommendations of minute 74 of the Allotment Sub-Committee of 1<sup>st</sup> 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 3m x 2m.
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.
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.

**Report**

Experience has shown that rules can be overly prescriptive and inflexible. The above changes give clear guidance but allow for flexibility on a case by case basis. For example it might be found that a structure, such as a shed, or an installation, such as pond, is inappropriate or hazardous despite complying with the letter of the rules and vice versa. Problems have also arisen from what steps the Council may take if a breach of the rules is revealed. Also it has not been clear if the Council may alter the rules during the term of the tenancy agreement.

11. ALLOTMENTS PDG MEETING 11<sup>th</sup> MAY 2015 – Report 2513/HS (Appendix 5)
12. ALLOTMENTS PDG MEETING 10<sup>th</sup> JUNE 2015 – Report 2524/APDG (Appendix 6a)
13. CREATION OF LEIGH-ON-SEA REGISTER OF HERITAGE ASSETS (Appendix 7)

**Motion to E&L Proposed by Cllr Carole Mulrone; seconded Cllr Jane Ward**

That having considered the content of the attached discussion report entitled 'Leigh-on-Sea Register of Heritage Assets', and subject to any comments arising from that consideration, the project moves forward to a public workshop to be held on (date) with a view to establishing a regime for surveying the town to ascertain and record the heritage assets of Leigh-on-Sea. That continued liaison take place with the relevant Borough Council officers on the project.

**14. DOGS AND LITTER PDG MEETING ARRANGEMENTS**

It was agreed at E & L on 21 April that a PDG be established to look into ways of alleviating the problems of dogs' mess and litter in Leigh. This has to be done in concert with the Borough Council who are the relevant authority and have powers of prosecution.

Given that the workload of this Committee is a heavy one over the next couple of months it is proposed to postpone this PDG until after the August break. It would be helpful if Members who would like to be involved in this PDG would make themselves known at the Committee meeting, particularly if they are dog owners as it is important that we have a balanced discussion, so that the complement of the PDG can be agreed. Members are also asked to consider who from the public would be helpful to have attend i.e. a local vet with information about disease etc.

It is hoped to include the relevant officers at the Borough Council in the discussions so that we can gain an understanding of the difficulties they face and how we can assist.

15. NOTICE OF FORTHCOMING EVENTS AND ASSISTANCE REQUIRED – Report 2523 (Appendix 8)
16. ENVIRONMENT & LEISURE BUDGET 2015/16 as the New Year has not been opened yet a report will go to the next Committee meeting.



Paul Beckerson  
Town Clerk  
4<sup>th</sup> June 2015

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



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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson



MINUTES OF A MEETING OF THE COMMUNITY TRANSPORT SUB-COMMITTEE HELD AT 10.30 AM ON TUESDAY 5<sup>th</sup> MAY 2015 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Donald Fraser, Pat Holden, Margaret Cotgrove, Paul Lawrence and Membership Rep Pat Grieg

Also in attendance Vivien Choppen (CTO).

**Meeting started 10.34am**

**41. APOLOGIES FOR ABSENCE**

Brian Houssart MBE and Jan Andrews

**42. DECLARATION OF MEMBERS' INTERESTS**

None

**43. APPROVAL OF MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting on 20<sup>th</sup> January 2015 were agreed by the sub-Committee and signed by the Chairman.

**44. MEMBERSHIP UPDATE**

The membership of the Community Transport Scheme currently remains at 158 members.

**45. REPORT ON TRIPS TAKEN SINCE LAST MEETING:**

None

**46. PROGRESS ON ARRANGEMENTS FOR FUTURE EVENTS:**

a. The Community Transport Officer reported that arrangements for a simple ride out to Wat Tyler Park on Thursday 21st May had been made. Lunch would not be prearranged. Members would purchase their own lunch. If everyone was happy to do so it was planned to visit Summerhill Garden Centre on the way home.

**47. FUTURE PROGRAMME OF EVENTS**

The Community Transport Officer was asked to consider the following ideas for outings:

- a. A visit to Maldon (and to include the Maldon Embroidery) in June
- b. The Mushroom Theatre Concert (drama and dance for able bodied and disabled children) on 10/11 July.
- c. Ingatestone Hall in August
- d. Tropical Wings in September

- e. A social afternoon at the Community Centre and including the Daisy Bowlers Group for the Autumn
- f. Film showing of the Royal Ballet performance of the Nutcracker at the Odeon Cinema – 15 December

The Community Transport Officer was also asked to:

- g. Research the senior citizen midweek special ticket offered at the Cliffs Pavilion for the Lord of the Dance (June) and Annie (August).
- h. Design a note for issue by minibus drivers to provide members with the time and place to meet for the return journey at the end of an outing.

***Meeting ended 11.15 am***

Vivien Choppen  
**Community Transport Officer**  
13<sup>th</sup> May 2015

Next meeting Tuesday 21<sup>st</sup> July 2015 at 10.30 am

## **POLICY DEVELOPMENT GROUPS DRAFT TERMS OF REFERENCE**

### **TR8 ALLOTMENTS (APDG)**

The Terms of Reference of Allotments PDG are as follows:

1. To oversee the administration, management and maintenance of the allotments by the Allotments Officer under delegated powers and the Allotment Societies under their service agreements, in line with Council policy and within budget.
2. To recommend rental levels and tenancy arrangements to E&LC and Council.
3. To make recommendations to E&LC on the formulation of any policy or strategy in relation to the discharge of the allotments function
4. To promote the responsible use and advancement of the allotments in Leigh
5. To promote the use of allotments by young people
6. To consider correspondence relevant to its Terms of Reference.

### **TR9 EVENTS POLICY DEVELOPMENT GROUP (EPDG)**

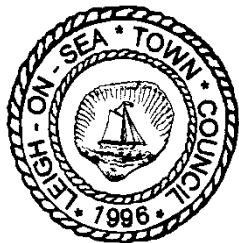
The Terms of reference of EPDG are as follows:

1. To support the Events Officer in the arrangement and organisation of events under delegated powers within budgets set by E&LC.
2. To recommend to E&LC an events programme for the year and appropriate budgets for same.
3. To consider correspondence relevant to its Terms of Reference.

### **TR10 COMMUNITY TRANSPORT POLICY DEVELOPMENT GROUP (CTPDG)**

The Terms of Reference of CTPDG are as follows:

1. To support the Community Transport Officer in the arrangement and organisation of events under delegated powers and within budgets set by E&LC, for elderly and disabled members of the community.
2. To consider correspondence relevant to its Terms of Reference.



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Report 2516/HS

## REPORT TO E&L COMMITTEE RE: POND ON MANCHESTER DRIVE ALLOTMENT – LEIGH SITE

### Introduction:

The Environment and Leisure Committee is asked to consider permitting a pond to remain on the Manchester Drive allotments – Leigh site. With the existence of the Allotments sub-committee under review, this report is submitted to E & L as the formal committee covering decisions and recommendations made previously by the Allotments Committee.

### Background:

It was noted by the Chairman of Allotments Committee in summer 2014 that a plot holder was constructing a pond on their plot which appeared larger than any pond known to be on the site.

No rule or condition applied to ponds in the tenancy agreement in existence at the time.

The Allotments Officer was asked to contact Southend Borough Council to see if any rules applied for their allotment sites. The response was negative and brief research elsewhere suggested ponds were considered favourable as a wildlife feature as long as they did not dominate the main activity of growing fruit and vegetables and were safe.

Subsequently, the issue of the pond size was raised again with the Town Clerk with a request for a recommendation to be included in the Allotments Committee agenda 19<sup>th</sup> November 2014.

### Council response:

Agenda item 5 Allotments Committee 19th November 2014 stated:

#### PONDS ON ALLOTMENT PLOTS – Officer's Report

There are now some plots where ponds have been dug out, these are not covered in the rules and conditions. It is recognised that there is some advice nationally that supports such installations where it encourages wild life but this has to be balanced with the main aim of cultivation and the safety of all users of the allotments, particularly the less steady and children.

It is **recommended** that all ponds must have permission from the Council and such requests include a full risk assessment by the tenant from the Health and Safety perspective. Existing tenants of plots with ponds will be written to advising of the new procedure. Posters will be put up on site to notify all tenants.

From minute 48 of the Allotments Committee 19<sup>th</sup> November 2014:



The Committee discussed the issue of ponds and the recommendation.

The Committee **RESOLVED** not to agree the recommendation.

A proposal was put: That ponds shall be no more than 10sqft in size, must be 1ft from the path and that a map be prepared showing where they are. Proposed Cllr Pat Holden; seconded David Hammond.

An amendment was put; that the depth of any pond shall not be greater than 18 inches. Proposed Cllr Paul Lawrence; seconded Cllr Pat Holden.

A further amendment was tabled; that the pond should be clearly visible. Proposed Cllr Margaret Cotgrove; seconded Cllr Donald Fraser.

The Committee **RESOLVED** to agree both amendments

That ponds shall be no more than 10sqft (0.92903sqm<sup>1</sup>) in size, must be 1ft (300mm) from the path and that a map be prepared showing where they are, that the depth of any pond shall not be greater than 18 inches (450mm) and that the pond should be clearly visible and that this is retrospective.

The Committee **RESOLVED** to agree the proposal as amended.

#### **Action taken:**

Posters were issued to the allotment societies to be displayed and a note made on the allotment register for plots where ponds were known to be in existence.

- Marshall Close – no ponds
- MDAS – a few
- Leigh Site – 5

MDAS were going to advise any plot holders with ponds of this resolution. The Allotments Officer wrote to plot holders on the Leigh site who had ponds. No further action required for Marshall Close.

#### **Developments:**

At the end of March 2014, the Chairman of the Allotments Committee advised the Allotments Officer that the large pond remained and requested her to take action. It was then established that the pond dimensions were unknown and so an inspection was made by the Allotments Officer.

The pond was recorded as 5ft 10" x 8ft 4" with a depth of 11" when completely full. A wooden picket fencing part finished was surrounding the pond. A solar filter system was being installed and ornamental plants were already in place. Scalpings had been laid around one side of the pond surround.

Telephone contact was made with the plot holder who understood the concerns but had a number of points to raise:

1. At the time of building the pond, no rules applied
2. All the while building the pond, no one from the Council or on behalf of the Council expressed any concerns
3. The plot holder has in total 1 full plot and 2 x adjacent starter plots. The pond is on a starter plot at the far end adjacent to the eastern boundary of the site.

4. He has been a tenant since 2005 and has had this plot since 2007. Due to the boggy conditions of the plot even in dry weather, he has not been able to productively grow any fruit or veg. His other plots are fully cultivated.
5. The fencing surrounding the pond would be completed as a matter of expediency
6. The scalplings would be removed to be replaced by wood chipping
7. The plot holder would be prepared to pay a plot deposit for all plots as a guarantee to have the pond filled in when his tenancy finished

A further inspection was made two weeks later to find the fence completed and surrounding the whole of the pond. Scalplings had been removed.

The plot holder has since telephoned to advise 4 newts have taken up residency in addition to the tadpoles he has introduced and any water skaters that appear in the water butts, he is transferring to his pond.

### **Complaints:**

No formal complaints have been received.

The plot holder adjacent to the pond site confirmed the problem with flooding and poor drainage having visited the Allotments Officer on another matter. At the time, the fence was not complete and therefore was concerned with safety having a young child.

A plot holder on the MDAS side did submit photos on behalf of another plot holder and passed on concerns and comments which included safety concerns for other plot holders with small children. The Allotments Officer confirmed a site inspection had been made and so it was noted that the fencing surrounding the pond is fully in place. As such there was satisfaction that a safety consideration had been made.

It is unclear whether the plot holder trespassed to take the photos.

### **Conclusion:**

A tenancy condition exists with regard to structures on allotment sites and on reflection the issue of this pond size would have been covered by this.

There is a duty of care to everyone who might come on to an allotment site, whether legitimately or not but tenants have the same duty of care<sup>1</sup>.

There are many hazards on an allotment site hence the Allotments Committee approved a Health and Risk Assessment<sup>2</sup>. Water butts could be considered to be a bigger drowning hazard and yet they remain uncovered. Other ponds are not fenced off.

The resolution by the Allotments Committee could be mis-interpreted to allow more than one pond on an allotment plot provided they meet the size criteria.

This pond is clearly visible to anyone trespassing onto the plot.

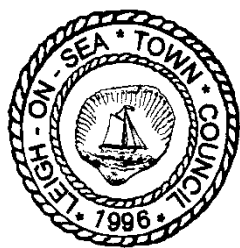
### **RECOMMENDATION**

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<sup>1</sup> Occupiers Liability Act 1984

<sup>2</sup> LTC Health and Safety for Allotments 13-03-14

1. The plot holder be permitted to retain his pond
2. That a Plot deposit be taken in this instance and in respect of all future pond requests.



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Chairman: Cllr Richard Herbert  
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Town Clerk: Paul Beckerson

Report 2515/HS

## REPORT TO E&L COMMITTEE (11-06-15): BLENHEIM CHASE SERVICE ROAD BOLLARDS

### Introduction:

The Environment and Leisure Committee is asked to review the installation of bollards in Blenheim Chase service road, sited at the western entrance in Randolph Close. With the pending review of an allotments sub-committee, this report is submitted to E&L being the formal committee covering decisions and recommendations made previously by the Allotments Committee.

### Background:

Blenheim Chase service road is the northern boundary line of Manchester Drive allotment site and featured in a press report following a major incident of fly tipping<sup>3</sup>. Fly tipping is a criminal offence under the Environmental Protection Act 1990<sup>4</sup>.

Resident of Blenheim Chase, Mike Hansford is the Blenheim representative on the Blenheim Neighbourhood Action Panel group and subsequently reported further incidents to Leigh

Town Council (LTC), either directly or copied in via past Allotments Chairman, Cllr Paul Lawrence or Southend Borough Council (SBC) as follows:

- 04-09-13 Affected area - service road only
- 27-09-13 Affected area – allotment fence
- 28-10-13 Affected area – service road and allotment land
- 20-01-14 Affected area – allotment fence

The incidents were reported to SBC unless undertaken directly by Mr Hansford.

There is no evidence in Council files of any reported tipping prior to these dates or since.

### Council response:

Allotments Committee 20-11-13, under minute 31 it was reported the service road is under the control of South Essex Homes (SEH) and a meeting had been held with them to discuss possibility of installing bollards at the western end of the road, funded by SEH. They would possibly provide

<sup>3</sup> Evening Echo 13<sup>th</sup> August 2013

<sup>4</sup> ss 33, 34 & 59

signage to deter fly tipping and permission sought to install on the allotment fencing. The Committee **RESOLVED** to give permission.

**N.B. Nothing further heard from SEH and no indication as to whether signs were installed**

The matter is further referred to in the Agenda and Minutes of the Allotments Committee 16-07-14. Agenda item 7 referred to fly tipping over the allotment fence with proposition that a hedge be planted as a deterrent. Under minute 22 proposition was considered with the following action agreed:

- Approach SEH to see if they would give permission for bollards to be installed at the entrance to the rear housing access (bollards to be purchased and installed by LTC). If SEH were not agreeable to the bollards find out whether they would be willing to contribute to the cost of maintaining the hedge.

**Action taken:**

It is understood the Chairman and Vice-Chairman of Allotments Committee contacted SEH direct, although there is no record to this effect.

- 08-09-14 The Town Clerk chased SEH by email requesting a formal response with regard to the installation of bollards.
- 03-11-14 Town Clerk received response from SEH stating a customer survey to residents on the subject about the possibility of bollards being put in place received a few responses which appear to be in favour of the idea.  
**SEH state 'We have not received any objections at all, so we would be happy for you to go ahead with the planned works'.**
- 16-01-15 Following research undertaken by the Vice-Chairman 1 x fixed bollard and 1 x removable bollard (lifted from a sunken position) purchased from Barriers Direct<sup>5</sup>
- 26-03-15 Bollards installed by Kieran Lucas, contractor following plan prepared by the Vice-Chairman – Appendix 1
- 27-03-15 Removable bollard part returned to LTC as residents contact the Chairman of Allotments knowing nothing about the installation and unable to access the service road
- 30-03-15 Matter passed to Allotments Officer/Assistant Town Clerk

**Cost to Council:**

Fixed bollard	£129.42 + VAT
Removable bollard	£161.70 + VAT
Installation	£184.00 + VAT
<b>TOTAL</b>	<b>£475.12 + VAT</b>

<sup>5</sup> [www.barriersdirect.co.uk](http://www.barriersdirect.co.uk)

**Findings of Allotments Officer/Assistant Town Clerk:**

- SEH did contact residents, however only those who are tenants of SEH, which is approximately 6 homes
- SEH incorrectly asked those tenants for their response to a height restriction bar<sup>6</sup>
- When the removable bollard was installed, no keys were issued to residents.
- The lifting weight of the bollard is 13.5kg
- Residents do have bollard free access to the eastern end of the service road between 242 & 244 Blenheim Chase
- Actual access measurement from the fixed bollard to allotment fencing is 2.88m (9.5ft)
- Actual access measurement from where service road narrows behind 178 Blenheim Chase is 3.5m (10ft)
- The plan of the service road in relation to housing and allotment site – Appendix 2
- Service road came into effect 1968<sup>7</sup> and was administered by SBC Housing Department<sup>8</sup> but this was passed to SEH (date unknown)
- Residents also use the service road as a 'cut through' to avoid traffic congestion, although by definition a service road is 'a relatively narrow road running parallel to a main road and providing access to houses, shops etc. along its length'<sup>9</sup>
- The formal hedge was not pursued in the end due to cost. Brambles and shrubs are being left to grow along the fence boundary which in time may act as a deterrent

**Action taken:**

1. A letter was delivered to all residents from 172 – 210 Blenheim Chase - Appendix 3
2. Following a meeting with Mike Hansford, this was extended along to 218 Blenheim Chase

**Results:**

- Written replies received from 7 residents all objecting to the removable bollard
- 1 telephone call in agreement
- 1 telephone call objecting to fixed bollard but no further complaint when access measurement advised

**Resident feedback:**

- Residents even as far as 218 Blenheim Chase wish to use both ends of the service road
- Fly tipping incidents are rare
- Larger vehicles (that can still pass the fixed bollard) need access as eastern end of service road difficult to access due to the 'swing' but easy to exit
- Inconvenience of removable bollard
- Unlikely to be deterrent for fly tipping into allotments as they could still do this along Randolph Close or before the bollard (gap of 3.5" between the fence uprights)

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<sup>6</sup> Letter dated 17<sup>th</sup> October 2014

<sup>7</sup> Letter from SBC Housing Department 14<sup>th</sup> August 1968

<sup>8</sup> Report of Director of Technical & Environmental Services to Traffic & Working Party 12-03-2003

<sup>9</sup> Collins English Dictionary

- Residents having to pay for additional keys is unfair
- Many residents may struggle to lift the bollard into position
- The bollard will not be put back up by residents

### **Conclusion:**

With long standing maintenance issues surrounding the service road, the additional recent matter relating to it is clearly an emotive one for residents.

The triangle of mis-communication and the feeling by residents that the agreement and installation of the removable bollard was underhand has created a negative effect on a matter that was looking to solve an intermittent problem of fly tipping onto the allotment site. This was compounded by not issuing keys to residents at the time the bollard was installed.

The bollard is of considerable weight in a poorly lit area at night and a health and safety aspect was not considered<sup>10</sup> for residents.

The fixed bollard does not seem an issue.

### **RECOMMENDATION**

1. The fixed bollard remain
2. Option 1  
Re-install the removable bollard, issuing keys to residents as per letter 20-04-15 (now extended up to 218)  
Option 2  
Re-install the removable bollard, issuing any keys residents may require at no charge  
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 4<sup>11</sup>

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<sup>10</sup> Manual Handling Operations Regulations 1992

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



Suggested Bollard positions.

An average car is 6ft ≈ 1.83m wide

An ambulance requires an opening of at least 2.15m

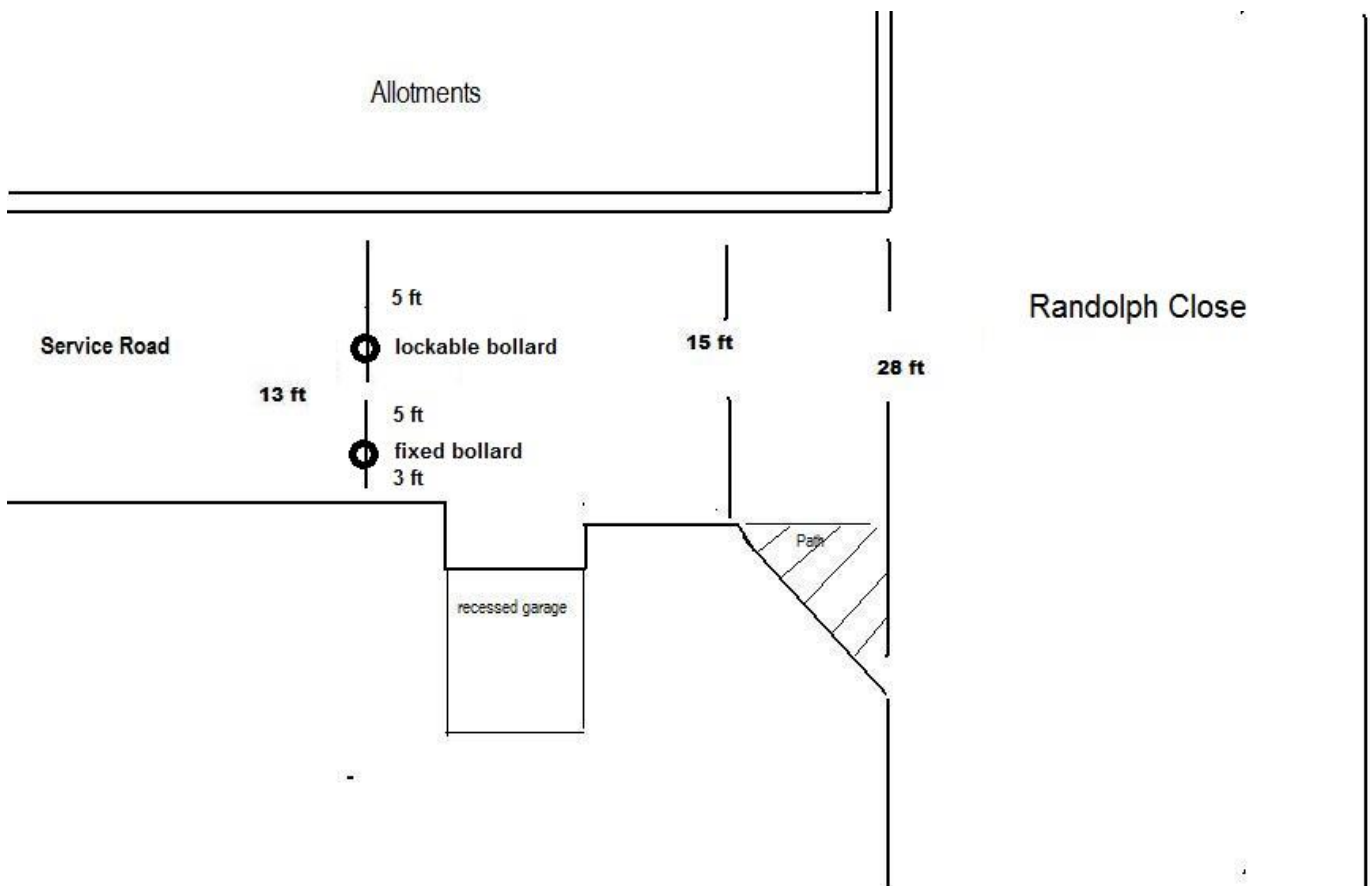
fire appliance is 2.55 metres wide, excluding wing mirrors. = 100 " = 8ft 4"

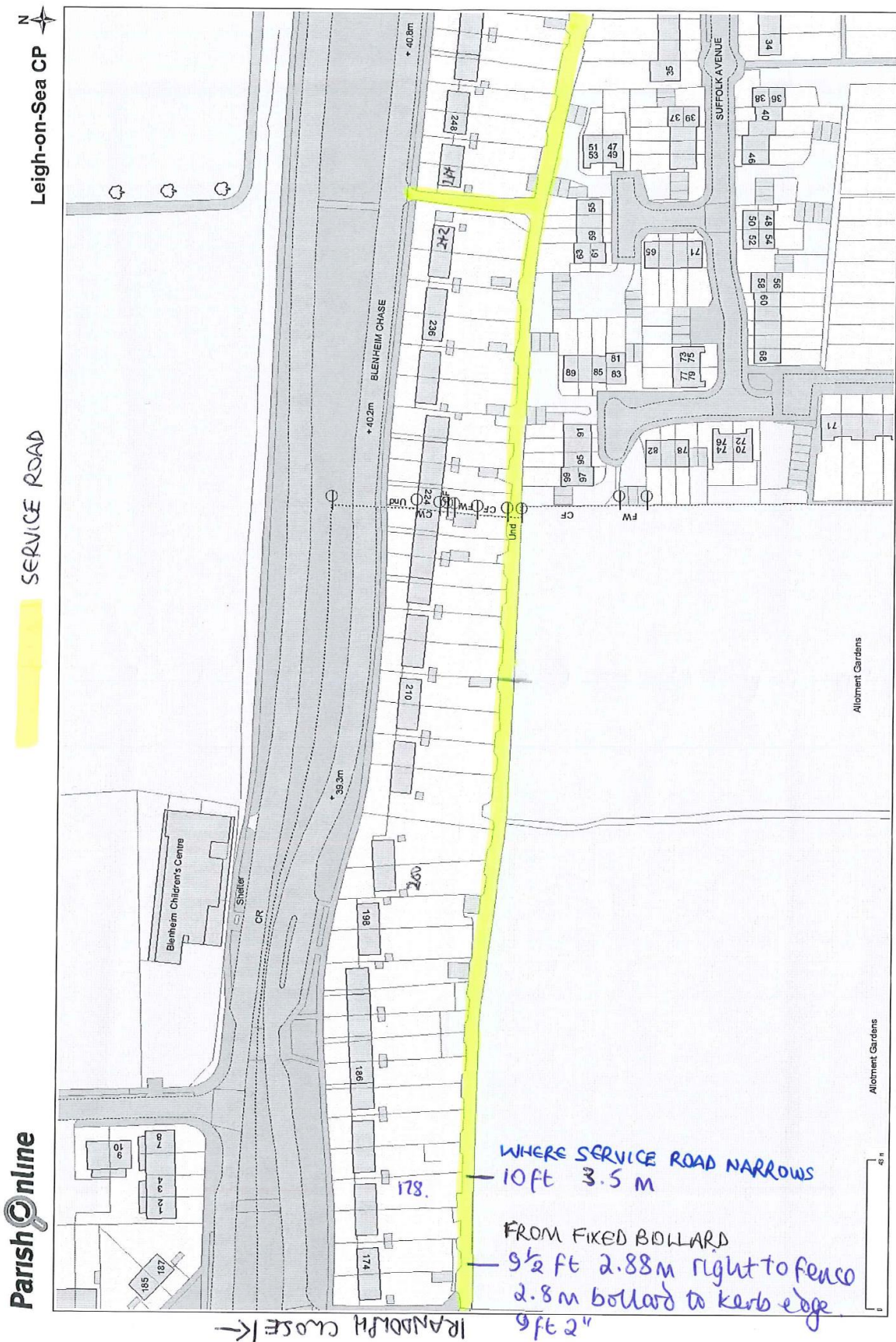
Have the fixed bollard 3ft from the Blenheim Chase fences to keep vehicles away from resident fences.

Lockable bollard in the middle of the gap, 5 ft from either side so, if removed, there is 10ft clear for larger vehicles.

The Fire Brigade advise an FB1 padlock, for which they carry keys. They only cost about £7 on the net.

We should inform the Fire Brigade, Ambulance Service and Police when we install the bollards.





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## Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson



Owner / Occupier  
Blenheim Chase

20<sup>th</sup> April 2015

Dear Resident,

In September 2014, South Essex Homes were contacted by Leigh Town Council regarding the service road on the northern boundary of the Manchester Drive allotments. There had been problems with regard to fly tipping in this area and we requested whether the installation of bollards just at the western end of the service road could be considered.

We were advised in November that a customer survey had been sent to residents and the responses received were in favour. We were therefore given permission by South Essex Homes to go ahead with the planned works at a cost to the Council.

Our apologies for not providing residents with a key when the bollard was installed. However it has now come to light that South Essex Homes' original letter to residents in October referred to a height restriction bar – not something that was ever requested by us and has clearly caused confusion.

As a matter of courtesy and to rectify the key issue, we will not be re-installing the bollard imminently. Should you have any objections to this, please write to Leigh Town Council by 5<sup>th</sup> May for us to consider.

Should the removable bollard be re-introduced, we will issue one key to all properties from 172 - 210 Blenheim Chase. If additional or replacement keys are required, these can be obtained from the Council offices at Leigh Community Centre at a charge to cover the cutting of the key.

Please note - **Bollards will NOT be installed at the eastern end of the service road accessed via the road between 242 and 244 Blenheim Chase and therefore vehicular access will always be available to residents.**

Yours faithfully

Paul Beckerson  
Town Clerk

**Recommendation – Point 5**

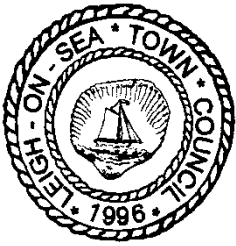
Coated Wire Netting 25mm hole



**Product Details & Technical Specification**

**Green Coated Wire Netting 25mm hole – 1m high x 50m roll £83.88 inc VAT**

Ideal for use in the garden for bird protection, poultry or other small animal housing, general fencing requirements.



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

Report 2513/HS

## ALLOTMENTS POLICY DEVELOPMENT GROUP

Meeting held Monday 11<sup>th</sup> May 2015 - 2.30 p.m.

Present:

Councillors – Donald Fraser, Richard Herbert, Valerie Morgan, Carole Mulroney (in the Chair), Jane Ward

Allotment representatives:

LOSALGA – Alan Ashdown, Barbara Ashdown, Mark Bromfield, John Longhurst, Audrey Sheehey

MDAS – Carol Wilson, Tony Wilson

Marshall Close – Anne Scobie

Others – Ron Bates, David Hammond

Staff – Paul Beckerson (Town Clerk), Graham Davison (Facilities Manager), Helen Symmons (Allotments Officer)

## INTRODUCTIONS

Those present made their introductions

## COUNCIL POSITION

The reason for the group was to receive the views of the allotment societies in an informal setting. LTC is committed to the allotments and any rumours heard to the contrary or about selling the allotment land are incorrect.

## HOW ARE THE ALLOTMENT SERVICE AGREEMENTS WORKING OUT

Views were sought from all attending

LOSALGA	There are some anomalies with regard to some maintenance work as the societies should not be responsible for all maintenance work or costs. This meeting to review the issues was a good step.
MARSHALL CLOSE	On the whole the ASA works although ideally MC needs a committee as the bulk of the work is down to Anne. With a new crop of tenants, a society may be feasible although there are no facilities on site in which to meet.
MDAS the	On the whole the ASA working well. The allotment service payment allows the society to look at bigger projects, although the flooding issue may never be solved. Tenants do not want the allotments to be a cost to Council.

Societies were introduced to Graham Davison, Facilities Manager as a link between the Council and Societies when work required or projects assessed.

## OTHER OBSERVATIONS

ASAs have helped develop the allotments and the need for big expenditure to improve them has reached a plateau. The allotments are opening out into the community with the wide spectrum of tenants along with visitors. They remain an important environmental and health & well-being asset of the community.

Security on the sites has improved but still a couple of fencing weak points. MDAS are taking steps to correct this and also advised 4 lengths of palisade fencing are in store.

All were **in agreement** to roll the ASA forward

### **HOW DO ALLOTMENT SOCIETIES SEE FUTURE MANAGEMENT OF THE ALLOTMENTS AND WHAT ROLE WOULD THEY LIKE TO TAKE IN THIS?**

No real wish from the societies to devolve further allotment matters to them but MDAS would take on instructing contractors for their site boundaries if wanted.

The style of the present meeting on an informal level with all being able to be represented to discuss relevant allotment topics was the preferred format for the way forward for meetings. Any recommendations would then be referred to E&L as the formal committee for decisions to be taken.

**Agreed** to hold a further PDG meeting Wednesday 10<sup>th</sup> June at 2 pm.

### **REGULATION**

A discussion took place regarding retrospective rules. This was not considered good practice unless it involved a health and safety issue.

### **AOB**

Following the last allotments sub-committee meeting, Ian Brown from SBC was consulted on two issues:

- 'Ash die back' at Manchester Drive
- Erosion of the bank in the brook at Marshall Close

He had reported to Allotments Officer that

1. no sign of ash die back and had spoken with Alan Ashdown on the matter.
2. Difficult to see what is going on due to the lush undergrowth. There are a couple of willows and elders which could be removed due to their condition. One answer would be to clear all vegetation and build new banks. This would be extremely expensive and would require an engineer's view on whether actually justified. Environment Agency will not play a role – riparian ownerships apply to both sides of the bank. He believes that the lease for the site would place these responsibilities on the Council.

Anne Scobie reported that one of the tenants may be able to provide cement bags. **She will ascertain the cost and liaise with the allotments officer.**

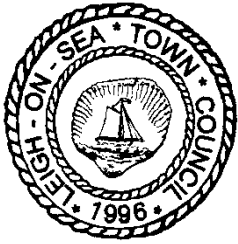
Reported that mature oak trees on the Manchester Drive site need to be looked at along with ivy around trees and in the hedgerow. **Tony Wilson will seek advice and work with the allotments officer on the matter.**

MDAS reported that at the western end of the site, where houses back on, the fencing needs to be assessed long term. **Tony Wilson will liaise with facilities manager on the matter.**

There may still be some asbestos sheds on site. **Allotments officer to check LTC policy.**

The Chairman advised that Council would be asked to **defer** the review of allotments sub-committee status until after next PDG meeting.

**Meeting closed 3.45 pm**



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

Report 2524/APDG

## ALLOTMENTS POLICY DEVELOPMENT GROUP 10<sup>th</sup> June 2015

Present: Cllrs Carole Mulroney (Chairman) and Jane Ward; Allotment Representatives, Alan Ashdown (LOSALGA), Ashley Hitchcock (MDAS), Anne Scobie (MC), Tony Wilson (MDAS)

Apologies: Cllrs Mark Bromfield and Val Morgan

### *The meeting opened at 2.05pm*

#### 1. New governance arrangements regarding the Allotments:

- This forum (PDG) is designed to give a greater say to the Allotment Societies (ASs) as to how resources are allocated to the sites.
- The ASs would lead on initiatives for the Allotments at the PDG and formulate with Councillors recommendations for ratification by E&LC.
- The meetings would be minuted with clear recommendations to E&LC and as before there would be a budget report presented to the meeting.
- The ASs would produce their normal reports for the meetings
- The meeting would be held quarterly on the Tuesday before the formerly scheduled Allotments Sub-Committee meetings at 2pm in the afternoon.

#### 2. Update on matters from PDG 11<sup>th</sup> May 2015;

Marshall Close – Concrete bags had been sourced with a polythene lining, delivery costs would need to be covered. The bags will require rodding together when placed on the bank of the Brook. When the bags become wet the concrete sets and the polythene covering will biodegrade. The Facilities Manager will liaise with the supplier, assess the requirements and produce a feasibility report detailing the resources required to undertake the work. **GD**

Oak Tree survey, MDAS had spoken with a tree specialist but it was agreed to contact Ian Brown at SBC to see if he could undertake a survey this coming winter. **HS**

3. Asbestos on the site; there was asbestos on the site but where stable was not considered to pose any health risk. A risk assessment would be produced by LTC regarding asbestos. **PB**
4. Cycle Safaris – The PDG noted and welcomed this use of the site.
5. MDAS Car Park – The PDG **RECOMMENDED** the following to E&LC:

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

6. Double Yellow Lines in Manchester Drive on either side of the main entrance;

MDAS and LOSALGA would prepare a plan for their proposals and the Town Clerk in consultation with the Chairman would pursue this with SBC, recognising that this may take some time to implement. **MDAS, LOSALGA and LTC**

7. Items regarding Allotments on the E&LC Agenda for 11<sup>th</sup> June 2015;
- Abolition of Sub-Committee and new governance arrangements – **The PDG were in agreement**
  - Ponds on Allotments, – **The PDG were in agreement with the recommendation.** The status of existing ponds was raised and whether they should be filled in when the tenant vacated the plot. **The PDG recommended that existing ponds should be retained at the discretion of the ASs.**
  - Bollards on Blenheim Chase Service Road - – **The PDG were in agreement with the recommendation and option 3 on the report and leaving the positioning of extra wire netting pending monitoring the situation.**
  - Allotment Rules Motion – **The PDG were in agreement with the motion; it was felt that if there are rules they should be enforced.** It was clarified there would be no proposals to change any rules without full consultation with the PDG.

***The meeting closed at 3.19pm***





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## MINUTES OF THE ALLOTMENTS SUB-COMMITTEE HELD ON WEDNESDAY 1<sup>st</sup> APRIL 2015 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Paul Lawrence (Chairman), Margaret Cotgrove, Donald Fraser, Richard Herbert, Jerry Holden, Pat Holden and Carole Mulroney

Allotment representatives: Alan Ashdown (LA), David Hammond (Orchard), Ashley Hitchcock (MDAS), Ron Bates, Anne Scobie (MC)

In attendance: Paul Beckerson (Town Clerk), Barbara Ashdown, Sheila Brazier, Tony and Carol Wilson

### ***The meeting opened at 7.30pm***

#### 68. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting. He thanked the Societies volunteers and plot holders for all the work they had done to maintain and improve the sites.

#### 69. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox

#### 70. DECLARATION OF MEMBERS' INTERESTS

Cllrs Jerry Holden, Pat Holden and Paul Lawrence each declared a non-pecuniary interest as plot holders on the Manchester Drive site and ordinary members of MDAS and LOSALGA. Cllr Paul Lawrence declared a non-pecuniary interest as a plot holder at Marshall Close.

#### 71. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting of 21<sup>st</sup> January 2015 were agreed as a correct record and signed by the Chairman.

#### 72. REVISED TERMS OF REFERENCE – Appendix 1

An amendment was proposed that in clause (1) the word 'Council's' be inserted between 'the' and 'administration'. Proposed Cllr Carole Mulroney; seconded Cllr Richard Herbert

There was a proposal that clauses 8, 9, 10 and 11 be deleted as they were no longer relevant. Proposed Cllr Richard Herbert as there was no seconder the amendment failed.

The clauses needed amending to reflect the Sub-Committee's new status; revised wording will be presented to the next Environment and Leisure Committee.

As Councillor Involvement was now limited (no longer able to instruct or make decisions that would be deemed ultra-vires) the question of emergency contact was raised. The Town Clerk suggested that a phone could be purchased to receive emergency calls and be monitored by staff on a rota basis.

The Sub-Committee **RECOMMENDED** the revised Terms of Reference to E&LC.

73. VACANCY FILLED BY COUNCILLOR CAROLINE PARKER

The Committee **noted** the appointment.

74. CRITERIA FOR PERMISSION TO INSTALLATION OF STRUCTURES IN EXCESS OF 2m by 1.2m

A lengthy and detailed discussion took place over what would constitute a structure and whether cages would come under this category. The Sub-Committee came to the consensus that it would be any structure that was opaque in nature. There was a debate as to whether a maximum size should be applied to the permission criteria; SBC apply a 3m by 2.4m limit.

A proposal was put that, when permission is applied for, the Allotments Officer should consult with the appropriate Allotment Society and Adjacent Plot Holders and that no opaque structure should be more than 2m by 3m by 2m. It was further proposed that the height limit should be 2m.

Proposed Cllr Paul Lawrence; Seconded Cllr Donald Fraser.

The Sub-Committee **RECOMMENDED** the proposed procedure to E&LC for adoption.

75. INSTALLATION OF NEW 2m PALISADE GATE ON MARSHALL CLOSE AND BOLLARDS IN THE NORTHERN SERVICE ROAD, RANDOLPH CLOSE – Officer's Report

The company who installed the gate at Marshall Close had agreed to install a replacement for the original gate which they had mistakenly removed.

It was agreed that the Town Clerk would notify the Police of the vandalism to the bollards and that South Essex Homes would be contacted to confirm that they had given permission for the bollards and discuss the way forward.

76. WRITTEN REPORTS FROM SITE REPRESENTATIVES (Appendix 2 to the agenda)

Marshall Close – There was erosion of the bank in the brook. It was **agreed** that an Arboriculturist be consulted regarding the trees hanging over and into the brook.

LOSALGA – It was **agreed** that, during the summer, a stopcock should be installed at the start of the branch of the water pipes supplying each of the two tracks thus enabling the supply to the toilets only to be left on. It was agreed that advice be sought regarding 'Ash die back' from SBC Arboriculturist.

MDAS – Vacant Allotment plots – It was **agreed** to advertise plots at the LCC, on the notice boards and in the new LTC newsletter.

Orchard – All was proceeding well.

The Sub-Committee **noted** that the bonfire dates would be 25<sup>th</sup>, 26<sup>th</sup> April, 26<sup>th</sup>, 27<sup>th</sup> September and 7<sup>th</sup>, 8<sup>th</sup> November.

The reports were **noted**.

77. BUDGET – Report 2499/Allot 24<sup>th</sup> March 2015 (Appendix 3 to the agenda)

The Sub-Committee **RECOMMENDED** to E&LC that any underspend (approx. £2,159), with the exception of salaries, be carried forward as a Capital Improvements earmarked reserve. Proposed Cllr Jerry Holden; Seconded Cllr Donald Fraser.

78. CORRESPONDENCE

There was none.

***The meeting closed at 9.00pm***

**TR8 ALLOTMENTS SUB-COMMITTEE (ASC) (6 MEMBERS including the Chairman of E&LC, plus non-Council co-opted representatives from each of the three allotment sites and other non-Council co-opted members as required by the sub-committee) – at all times there must be a majority of Council members.**

Co-opted members have no voting rights on matters affecting finance or policy.

The Terms of Reference of ASC are as follows:

1. To oversee the Council's administration, management and maintenance of the allotments by the Allotments Officer under delegated powers and the Allotment Societies under their service agreements, in line with Council policy and within budget.
2. To recommend rental levels and tenancy arrangements to E&LC and Council.
3. To make recommendations to E&LC on the formulation of any policy or strategy in relation to the discharge of the allotments function
4. To promote the responsible use and advancement of the allotments in Leigh
5. To promote the use of allotments by young people
6. To consider correspondence relevant to its Terms of Reference.
7. To recommend an annual proposed budget and a report of any over or under spends from the current year's budget to E&LC to ensure it is considered by P&RC by not later than 1<sup>st</sup> September. The Sub-Committee Chairman shall draft the Budget for presentation to the Committee and may liaise with the RFO and the Chairmen of E&LC and P&RC in its preparation.
8. In the event of a dispute with another Sub-Committee that cannot be resolved by the two Sub-Committees, the matter shall be referred to E&LC for arbitration and E&LC's decision on the matter shall be final.
9. Where the Sub-Committee proposes actions or policies outside of agreed E&LC policy, it shall make recommendations to the Committee.
10. Refer any proposals which would incur non-budgeted expenditure or would reduce by more than £500 budgeted income to E&LC which shall make recommendations to the Council on the matter.
11. May vire monies within its approved budget between heads provided that any virement which would exceed more than 5% (up to a maximum of £1000) of the Sub-Committee's budget is referred to E&LC for consideration of the financial implications of such a change.

## LEIGH-ON-SEA REGISTER OF HERITAGE ASSETS

### **I. Background**

At the Annual Town Meeting in April several members of the public raised concern regarding the protection of various architectural assets and features in the town.

At its meeting on 7 April the Community Facilities Committee resolved to move forward on arranging a public workshop, in order to seek the views of the community in relation to protecting and recording of community assets.

Subsequently, and as the items to be discussed will not actually be Council assets, it has been decided that this matter is more appropriately led by the Environment and Leisure Committee.

The workshop is to be held on (date) and this report provides a background for the discussion.

As many members of the Council as possible are asked to volunteer for this project and attend the workshop as not only a means of being involved but as a community engagement exercise of great value.

### **2. Leigh's Assets**

Leigh has a wealth of history spanning the centuries. Much of this is documented in local books and records are held at various repositories. However, Leigh also has other assets, which sometimes lay hidden or unnoticed but are nonetheless worthy of retention, and if that is not possible, recording for future generations.

They are part of our social history. They make a very real contribution to the quality of life and the quality of places by adding to the character of the town and as part of our local identity. They give us a link to our ancestral heritage and the social history and development of the town.

Southend Borough Council is the planning authority for Leigh and it is hoped to develop this Register in consultation with them in order to give meaning and status to the assets of the town. Initial approaches to the Conservation Officer at Southend Borough have received a positive response. The Borough may be looking at a review of local listing later in the year as resources allow so if the exercise by the Town Council of finding and recording assets comes up with anything worthy the Borough has asked to be advised.

The Borough consider that the Town Council's initiative in surveying the buildings and researching their history would be very helpful in this process. Obviously condition is also important. and a photographic record should be made of the buildings and any interesting features.

The Borough may look at making the local listing process more robust and this could include consultation with the owners and with the wider community so details of the owners and a record of comments from the community would be welcomed too.

The work involved in drawing up a register may involve using online records or visiting repositories to research original documents and plans. So it could be time consuming but if there are enough willing hands with enthusiasm for the work it is achievable.

### **3. What are heritage assets?**

The term 'heritage asset' was introduced by the government to describe valued components of the historic environment which include buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions. Heritage assets include both designated heritage assets (i.e. listed buildings) and non-designated heritage (such as locally listed property).

### **4. Why a Register?**

A Local Register will identify and record heritage assets that are of value as part of our local heritage and will allow the Borough Council to properly take account of the desirability of their retention and, where possible, enhancement, particularly when considering planning applications.

It will help us define our identity and character and be a form of civic pride in our town and its environment.

It is also a great chance for community involvement, not just in learning about our heritage, but in the planning process, which in turn creates a better understanding. If we can protect our assets locally we help to conserve the character of the area which is of benefit not just for we who live and work in Leigh, but to our many thousands of visitors.

There are a number of statutorily listed buildings in Leigh which come under strict controls. There are also a number of locally listed buildings. This designation does not carry so much weight in planning as a statutorily listed building but it does focus attention on these assets, should any development affect them. There are also 4 conservation areas in Leigh within which there are various controls on development over and above the norm in order to retain and enhance their character

### **5. Protection of locally listed assets**

Under the National Planning Policy Framework (NPPF) the conservation of locally listed heritage assets will be a material consideration in planning decisions that directly affect them or their setting. Borough Planners will be aware of the local heritage assets on the list and will hopefully take them into account when determining planning applications. So; one aim of the Register would be to inform the Borough Council and recommend to it assets which should be locally listed.

We hope the 'Local Register' will help to provide awareness of valued components of the historic environment by identifying the features that contribute to their significance and that applicants and their agents will take the presence of the listed assets into account in their proposals.

We have to be realistic - this is not a means of saving an asset - however valuable and if this cannot will be separate to the nationally designated heritage assets list.serve recognition. It or

### **6. What the Register will cover**

The Register will be Leigh's register and designed to cover buildings and other structures, sites, street furniture, landscape and other features of local importance, such as historic signage.

The Register can be added to as additional items are discovered. Their inclusion will be based on a set of criteria, agreed with the Borough Council (if we are seeking local listing), and there will need to be a certain amount of historic research to substantiate the registration.

## **7. Who can nominate heritage assets and how?**

Having looked at other areas where this has been done, anyone can nominate a heritage asset for inclusion in the Register by completing a Local Register nomination form, detailing evidence of at least one of the approved criteria along with any supporting information considered necessary.

There are some Golden Rules -

You must not enter private land

The Town Council cannot accept any liability for personal safety whilst researching nominations.

Nominations which are clearly only submitted to frustrate development will not be accepted.

They must meet the criteria adopted.

Involving the community is a key aim of the Town Council in promoting the Register. It is a way of preserving local character and distinctiveness and engaging key stakeholders including amenity societies, local history groups etc.

## **8. The next steps**

a) So we need to understand the local listing procedures.

Where the Town Council is looking to achieve local listing of an asset this needs to be done in concert with the Borough Council and their guidance for local listing. However, we have a golden opportunity here to influence the local listing process by working with the Borough.

b) We need to discuss and decide on the criteria for other assets not of listable status

Regardless of whether or not the Register can form part of planning considerations - and on this we must be guided by the Borough Council; it will act as a permanent historic record of Leigh's heritage for future generations.

c) We need volunteers from the community to work with us to progress the Register.

It is hoped that from the workshop we can formulate a way forward and 'sign up' people who want to be involved in the project with a view to organising teams to carry out the an initial survey and bring back the results for a future workshop assessment.

**REPORT 2523 - NOTICE OF FORTHCOMING EVENTS AND ASSISTANCE REQUIRED**

**LEIGH MARITIME FESTIVAL – SUNDAY 2<sup>ND</sup> AUGUST  
EVENT TIME: 11 AM – 4 PM**

Assistance required for:

Prior to event:

- Erection of signage re car parks & wharf closures late afternoon Saturday 1<sup>st</sup> August
- Moving of items to event area for storing

On the day

- Set up – assisting with erection of LTC gazebos and tables/chairs etc.
- Direction of participants for their set-up
- Meeters & Greeters and general information, handing out programmes
- Area marshalls
- Set down – assisting with dismantling and re-loading of van

**ON THE DAY MINIMUM OF 10 VOLUNTEERS DURING THE EVENT TIME AT ALL TIMES REQUIRED. THIS IS IN ADDITION TO THE 3 TRAFFIC MARSHALLS HIRED FOR THE EVENT**

**LEIGH LIGHTS – FRIDAY 27<sup>TH</sup> NOVEMBER  
EVENT TIME: 5 PM – 8 PM**

Assistance required for:

Prior to event

- Delivering of letters to ALL traders in Leigh (this will be done twice)
- Delivering of letters to residents in Kings Road and surrounds
- Posting of Traffic Regulation notices on lamp posts
- Delivering posters to shops

On the day

- Set up – 2 LTC gazebos with lights (and possibly small stage area)
- Direction of participants for their set-up
- Parade check in marshalls
- Area marshalls
- Collection of parade buckets
- Set down – assisting with dismantling and re-turn of items to LTC

**ON THE DAY MINIMUM OF 16 VOLUNTEERS DURING THE EVENT TIME AT ALL TIMES REQUIRED. THIS IS IN ADDITION TO THE PARADE MARSHALLS, SECURITY MARSHALLS AND POLICING ALL ORGANISED EXTERNALLY**

Post event

Taking down of TR notices

**CAROLS ON STRAND WHARF  
EVENT TIME: 6 PM – 7 PM**

This event requires further discussion as in the past it has been councillor led and organised totally by them in taking gazebos, staging, chairs, decorations etc. to Strand Wharf and being set up by them, being on site from 2 pm until 9 pm approx. Additionally, they have arranged for the provision of mince pies by donation and transported these to the site.

With the close proximity in dates with Leigh Lights it is not manageable for the Events Officer to organise the Lights event and undertake this event too.

If no organisational assistance is forthcoming then an alternative would be to arrange for external marquee to be erected plus lighting and sound but would require additional expenditure. Other suggestion would be to seek sponsorship or involvement from the pubs in the Old Town.