



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 Jill Healey
Vice Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons PSLCC

Members are requested to attend a meeting of the
COMMUNITY & CULTURE COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday 20th August 2019** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea
commencing at **7.30 pm**.

Committee Membership

Cllrs: Keith Evans, Anita Forde (Vice-Chairman), Alan Hart, Jill Healey, Carole Mulroney (Chairman),
Caroline Parker, Vivien Rosier, Mike Wells and Andy Wilkins

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE COMMUNITY & CULTURE COMMITTEE [18TH JUNE 2019](#)
5. PUBLIC REPRESENTATIONS

Correspondence from Scope

The Community Engagement Project Coordinator for Thurrock and Southend-on-Sea Scope's Local People Programme contacted the Town Clerk twice recently requesting an update regarding an adapted toilet on the MDAS (Manchester Drive Allotment Society) side of the allotments for wheel chair users. Under the Permission to Use Agreement between MDAS and the Council, the buildings are the responsibility of MDAS, a separate legal entity to the Council. An update is therefore provided at Agenda item 11, as the toilet accessibility was part of the resolution made by Council 18th July 2018. The correspondence from Scope further stated that once the works have been completed, an access survey will be in order and in this respect would ask Southend Council if they can undertake one, and / or the Project Coordinator could ask some of the disabled people that contacted the Project Coordinator about the toilet to review and comment. This will be a matter for Scope to contact MDAS direct as under the Permission to Use Agreement, it is MDAS's responsibility for any compliance with Equality Act legislation in respect of their buildings.

Wyvern Community Transport have sent their thanks to the Town Council for the donation and payment in respect of the mini bus.

Southend-on-Sea Borough Council

The Director of Culture, Tourism & Property responded to the Council's correspondence regarding Minute 15 C&C 18th June. The response is as follows:

'Whilst various departments at the Council receive the hundreds of event applications to comment upon for safety and other advisory purposes, we are not always able to prepare the many event areas for different uses. That said, the grounds maintenance team usually do monitor these issues so I apologise that on this occasion we have not been able to.

Grass cutting is on a rota across the borough and most areas are visited every 3-4 weeks. Changing the rota in favour of one particular area inevitably disadvantages another. This summer the weather conditions have been challenging with very quick grass growth due to intense rainfall where our

cutting machines cannot go out, there has been very humid conditions which result in the grass growing much quicker than 'usual'.

Please do email our grounds maintenance team, copied in, for future events to see if we can assist, which they will always try to accommodate if possible.'

6. TOWN CLERK'S REPORT ([Appendix 1](#)) Page 8

LEIGH COMMUNITY CENTRE

7. FACILITIES REPORT

Refurbishment Programme:

Replacement windows have now been fitted in to Room 1. When the second phase of the remodel works commence, several of the refurbishment projects on the dilapidations list will be undertaken then e.g. decoration of rear windows. The Facilities Manager is working to a job list provided by the Town Clerk with regard to other facilities matters and a completion statement will be provided at the next meeting.

Remodel Programme:

Phase 1 – It is hoped work will commence imminently. The delay has been frustrating but out of our control as it is due to legal delays despite commencing the process with the landlord in December 2018. The tender proposal for Phase 2 will be advertised on the Contracts Webfinder in September. The delay has been due to specific structural details that needed to be included. Works for the 2nd phase will now have to commence 2nd January 2020 due to the relocation of the ground floor gents toilet and refurbishment to the ladies in a quiet period in the Community Centre.

Kitchen refurbishment:

The Town Clerk has been waiting for a plan and costings to be submitted by the Café owner. It was hoped that the work would take place in the quieter summer period but this seems unlikely now.

Dilapidations:

An ongoing programme is in place as per Council's resolution Minute 124/March 2018. An inspection of the beams in the basement of the Community Centre has necessitated some remedial works to commence. Landlords were notified and there is no issue in undertaking the necessary works.

8. REPORT FROM BOOKINGS/ADMINISTRATIVE ASSISTANT

Summer at Leigh Community Centre is Wedding Season. We have 2 wedding ceremonies and 5 wedding receptions booked in throughout the Summer months. Once the remodel programme is complete, the Centre will be a more desirable wedding venue and marketed as such, with an aim to attract an increased number of Wedding bookings.

9. LORNA & LOTTIE'S REPORT

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Turnover	£19,419	£18,543		
Operating Costs	£16,951	£17,527		
Quarterly surplus	£2,468	£1,016		
Licence fee to LTD	£1,234	£508		

We have held a meeting with our preferred kitchen supplier/designers and after staff consultation we have asked him to amend the original plans based on staff comments and suggestions. The main change will be moving away from gas to electric cooking as the price is over double due to the gas safety requirements and also double the installation of an air circulation system throughout the entire kitchen area i.e. internal & external. The pricing will be based on stainless steel units

some new & and some almost new to keep costs under control. As soon as we receive the amended plans/quotes the Town Clerk will be made aware.

Trading is quite stable. We have maintained our margins with the higher wage costs and now pension costs and with the redevelopment an increase in profit should be attainable.

10. ARTS GROUP REPORT

One of the most successful Art Wall Exhibitions of late was from local painter Malcolm Blake-Lawson. Following the 6-week exhibit Malcom contacted the Council to extend his thanks. *"Thank you so much for your email and for giving me such a great opportunity to display my work on the Art Wall. Seeing my paintings in my local Town Hall was a very big honour indeed. I've been completely overwhelmed by the response, and by the warmth and sense of inclusiveness I've experienced from all the people I've met. And special mention has to go to all you lovely people at LCC...the pleasure I got from the exhibition was priceless."* Malcolm will be attending the next full Council meeting on 17th September 2019, where he will be donating one of his paintings to the Council. Malcolm will also be producing the next front cover of the LTC Magazine. One of the aims within the Artist in Residence Brief is for the Community Centre to be more than just a facility for room hire within Leigh. It aims to add to the creative life of the community and nurture and develop talent within the town. Gaining feedback from exhibitors such as above, demonstrates how the Arts Group is working to fulfil this aim. The Arts Group are now booking in new exhibits for October 2019 onwards.

ALLOTMENTS

11. MDAS SHOP AND CAFÉ

Works continue on this project. Regular updates have been provided via the Allotment Liaison Group reports. It was a requirement of Council on 18th July 2017 when giving consent to the project that the new building was to comply with the Equality Act 2010 and thus as a minimum was to have disabled access to the building and a toilet. The new building is not complete but the existing clubhouse does have disabled access. There will be no toilet sited in the new building. Instead, the existing toilets are in the process of being refurbished and remodelled to incorporate a disabled toilet which will have wheel chair access to the building once an existing building adjacent is demolished.

12. ALLOTMENTS LIAISON GROUP REPORT ([Appendix 2](#)) Page 10

13. ALLOTMENTS DISPUTE PROCEDURE ([Appendix 3](#)) Page 12

In 2009, the Council introduced an Allotments Dispute Procedure, which linked to the Council's Complaints Procedure if the allotment holder was dissatisfied with the Council's decision. A complaint's procedure according to the National Association of Local Councils and the Local Government Association is for handling complaints that the Council might receive about their operations and services, not about a decision of Council. An allotment dispute is between parties at the allotment site and not against the Council. The Council could chose not to involve themselves in such matters, but for the sake of neutrality, mediation and 'keeping the peace' at the allotments so plot holders can enjoy their allotment in quiet enjoyment, an allotments dispute procedure seems wise. This however should be a 'stand-alone' timely procedure not creating too much of an administrative burden on Council, especially when it is not a complaint against the Council.

It is therefore **RECOMMENDED** that the new procedure be put to Council via F&G Committee for adoption. The old procedure follows it for reference.

COMMUNITY FACILITIES

14. SKATE PARK

The tender application received as previously reported was £27,000 over budget. Having advertised on the Contracts Webfinder but not receiving more than one response, the Internal Auditor confirmed to the Town Clerk that further quotes could be received contacting contractors direct. The Town Clerk has contacted four local groundworks companies and awaits further

quotations. Planning Consent has been received but there are a considerable number of conditions and therefore prior to development a flood response plan needs to be provided, proposed materials supplied and details of measures to provide drainage infiltration such that the development will not adversely affect flooding and flood risk.

15. STRAND WHARF

A children's holiday programme event will be held on the Wharf on Thursday 29th August. This is a Family Puppet show. Although this is a free event, donations for Age Concern Southend, the Chairman's Charity, are welcome at the event.

HEALTH & WELLBEING PROGRAMMES

16. COUNCIL EVENTS – REPORTS BY ASSISTANT PROPER OFFICER, ADMINISTRATIVE APPRENTICE AND MARKETING AND PROFILE OFFICER

Youth Market, Strand Wharf, Old Leigh, Sunday 14th July

This is the second time Leigh-On-Sea Town Council have hosted a Youth Market promoting the very best local entrepreneurial talents on offer. The Market transferred from the Community Centre to Strand Wharf this year with the extended hours of 11am – 4pm. On the day we had 19 stalls and 7 groups of performers. General feedback from the public was highly positive proving the event was very well received and with much bigger numbers than last year. Many of the stall holders have already expressed an interest in attending the event again with many generating good income and publicity. A number of thank you correspondence has been received. There was also considerable Facebook and Instagram interaction regarding the event on the day which increased awareness. Overall, the Youth Market was a great success and made a positive impact illustrating our local youth, broadcasting their talents and encouraging the youth of Leigh to be more involved in our community. A lot of people commented how fantastic it was that the Council were putting on such an event and encouraging young people this way.

Merchant Navy Day

All councillors have been contacted and asked to attend the Merchant Navy Day Flag Raising Ceremony on Strand Wharf on Tuesday 3rd September. I have replies from 7 councillors, Cllr Healey is unable to attend. Invitations have been sent to the Southend and Canvey Mayors, Sir David Amess, Southend Borough Councillors for Leigh, local fisherman and other sea related groups in the local area. The Hatch @ The Old Foundry (café on former site of the Lynn Tait Gallery) will be hosting us after the ceremony for tea and cakes.

Leigh Lights

Initial planning is underway for Leigh Lights on Friday 29th November. We already have 1 sponsor confirmed for 2019. Instead of an annual letter to traders, we have designed a leaflet with all the relevant information included. This will be circulated early September time and hope that Councillors can help distribute these. At present, we are waiting to hear back whether we can use the car park behind the Grand Hotel and whether we will be able to have a fairground there again this year. We are currently looking at new features to add to the event. One possibility we are currently investigating is to have a mobile trailer stage set-up on Elm Road as a performance area instead of a number of stalls. This will freshen the event and with the road closure coming into force late it poses a problem with stalls setting up and being ready before the crowds gather. This then becomes an issue again at the end of the evening when the police are trying to re-open the road and the stalls are still packing down. Stall holders will still have an opportunity to sell at the Leigh-on-Sea Town Council's Winter Fayre held within the Community Centre. The local shops tend to stay open later, so by removing the stall area on Elm Road this will not divert trade from the existing shops. We will still have some concession stands around the town on the night.

Leigh Lights Pre-parade Fun.

For 2019, we will once again be offering free Children's activities at the Community Centre prior to the parade. We are hoping to include activities for a wider range of ages. Last year "Elsa's Grotto" was so popular it caused a lot of disruption during the event and took up a lot of staff time setting up and taking down, therefore we have taken the decision not to run it again this year. The Centre does become very busy during Leigh Lights night and we have learnt from some of the congestion issues that we experienced last year. So, this year we will be hosting some of the activities upstairs in the Centre. As there will be no stalls out on Elm Road this year, we will accommodate a few stalls in the Centre, which will sell child friendly items, such as sweet treats and toys, as well as face painting. Research for appropriate entertainers and stalls is currently taking place.

Winter Fayre 2019

The Leigh-on-Sea Town Council "Winter Fayre" will be taking place throughout the Community Centre on Saturday 7th December 2019. A Social Media campaign has been launched aimed at designers, makers, independent boutiques and artisan food producers, giving priority to small business within Leigh. We are also approaching charities from throughout the local Community to offer them a presence at the event. We will be using a similar model to previous years and hope to build upon this success. Different options are being explored for providing a children's activity in place of the Elsa's Grotto that was run last year.

Carols on Strand Wharf

Carols on Strand Wharf will be returning on the 14th December 5pm till 6pm. We will be using the same format as previous years. Key people have been notified of the date.

17. COUNCIL EVENTS AT LEIGH COMMUNITY CENTRE –REPORT BY MARKETING AND PROFILE OFFICER

The Summer events have so far been well attended with almost all events reaching maximum capacity. Due to the Christmas craft fair at the centre, we will be reducing the amount of activities available in the October Half-Term to reduce admin pressure on the office. However organise an event will be organised to ensure that a large number of children will still benefit from our activities programme despite the reduced programme.

18. FARMERS MARKET – REPORT BY ASSISTANT PROPER OFFICER AND ADMINISTRATIVE APPRENTICE

We have four new regular food produce stall holders at the Farmers' Market which include natural snacks, vegan cheese, gluten free breads & Bight Cookies. Bight attended the Youth Market which proved very successful for him, so he wished to take part in more Leigh Town Council events. The June Market was very popular with a queue of at least 25 people at 8.50am! We believe this was due to a new regular stall holder having a fairly large following.

19. COMMUNITY TRANSPORT – REPORT BY MARKETING AND PROFILE OFFICER

We have been unable to run any CT trips since April but have now gained a new link with Age Concern Southend, our Chairman's Charity for the year. They have a minibus that they are able to hire out to us with a driver for £75 per trip. We have booked provisional dates of the second and fourth Friday of the month in September, October and November.

Trips we are considering will all be fairly local and include:

- Trip to the seafront with train ride down the pier
- Pub lunch in countryside
- Tearoom visit
- Summerhill Garden Centre
- Central Museum for Saxon King Exhibition

The minibus seats 13 plus a driver, so each trip would be available for 12 members to book, to still allow a helper to be on board. A full schedule of the trips with a booking form will have been sent to our membership by the time of this meeting.

The Over 60's Social Club is continuing to be supported by the community. Age Concern Southend are happy to help us promote our club to elderly people in the area. These ideas for different

activities for next year's programme are being considered. As well as the session on the second Wednesday of the month, consideration is being given to all an afternoon session on an alternative week.

20. YOUTH GROUP REPORT

A meeting for the Youth Group will be held prior to this meeting. A verbal report will be provided at the meeting.

ENVIRONMENT FACILITIES & SERVICES

21. LITTER LESS LEIGH

Dates will be posted on the website and social media support given in making residents aware of the community group.

22. LITTER DRIVE MEETING

The issue of litter seems to be a growing one in the Town and the question has been asked as to whether a meeting could be held to find out what Leigh Town Council are doing in the drive towards reducing the amount of litter still being dropped in the town.

23. FRIENDS OF LEIGH LIBRARY GARDENS GROUP REPORT

The inaugural AGM of The Friends of Library Gardens took place on 26th July 2019. Cllrs Carole Mulrone and Vivien Rosier are the Town Council representatives from the Council's internal Friends Group. Officers have been elected and it was resolved to move towards forming a charity (with founding Trustees) as soon as the foundation documents are agreed and a bank account is in place. A draft plan for the various areas of the Gardens was presented to the group and a range of ideas of ideas was discussed. These discussions are in the early stages and will continue on a regular basis to ensure that an agreed plan of action is established. An article will be written in time for the next edition of LTC News to outline initial plans and raise the profile of this project. Volunteer recruitment was identified as a priority and a representative from SAVS has been invited to the next meeting to advise the group. This is taking place on 20th August, 2019. Involvement in this project links with all 3 of LTC's strategic objectives - working in partnership with SBC, enhancement of community facilities and raising awareness of environmental issues by creating opportunities for residents to get involved.

COMMUNITY PARTNERSHIP PROGRAMMES

24. SPECIAL CONSTABLES

Following on from the report in the last Agenda, Essex Police have been very responsive to the Council's correspondence as many other Parish and Town Councils in the scheme are experiencing the same difficulties in attracting volunteers who might go on to complete the assessment and training. As such, a workshop will take place at the beginning of September aimed at providing advice around social media as a recruiting tool and an exchange of ideas and best practices generally around the recruiting process. There will be Special Constables at the workshop to assist and provide further insight for Councils in the hope better success will be achieved county wide for the scheme. The Marketing and Profile Officer will be attending.

COMMUNITY SERVICES FUNDING

25. FIRST AID POST

The First Aid Post continues to deliver a service although St John Ambulance Head Office have deemed that an ambulance should be onsite as a more accessible area as a treatment room at the present time.

FINANCE

26. COMMITTEE BUDGET REPORT 2019/20 ([Appendix 4](#)) Page 14

The report is at 2nd August 2019. Income at this point last year was £41.3K and expenditure £83.8K but the hanging baskets and Christmas Lighting extension had not been paid at that point whereas they are already included in the 2019/20 figures under Environment Facilities and Services.

Helen Symmons

Helen Symmons PSLCC
Town Clerk
14th August 2019

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 2019/20

Committee	Minute No. and Subject	Action Required	RO	Completion status	Completion Date	Outcome	Forward Action Required
E&L 16-04-19	102. Merchant Navy Day	RESOLVED to fly the ensign 3 rd September with small flag-hoisting ceremony	MPO	Invites being sent out			
E&L 16-04-19	104. Allotment Shed	RESOLVED to obtain quotes for removal	FM	Quotes obtained	18-06-19	Quotes given to C&C 18-06-19	NFA under this minute
CFC 02-04-19	81. Facilities Report	RESOLVED to opt for Quote 1 subject to landlords approval re replacement windows room 1. Altex £3241.67 + VAT		Windows installed	End of July	Completed satisfactorily	NFA
C&C 18-06-19	11. Water Charge & Rent Confirmation	RESOLVED to increase water charge and implement 4% rental increase as resolved 16 th July 2017	ARFO	Letters will be sent 29-09-19	29-09-19	Letter to advise Allotment holders when invoices sent	NFA
C&C 18-06-19	12. Allotment Shed	RESOLVED to accept Quote 2 for £800 + VAT	FM	Asbestos removed and shed dismantled	18-07-19 06-08-19	Completed	NFA
C&C 18-06-19	16. VE Day 75	RESOLVED to hold PDG to discuss	TC	Meeting date 23 rd September to discuss			

Committee	Minute No. and Subject	Action Required	RO	Completion status	Completion Date	Outcome	Forward Action Required
C&C 18-06-19	19. Leigh Lights	RESOLVED to implement sponsorship scheme for columns	MO	Promotion will commence September	14-08-19	Marketing material designed	NFA under this minute
C&C 18-06-19	22. Youth Group	RESOLVED to recommend to Council additional Youth Club with virement of £2,500 from Volunteer EMR	TC	Added to Council Agenda	16-07-19	Council resolved the recommendation	NFA under this minute
C&C 18-06-19	30. Community Transport Matter	RESOLVED to pay excess £250 and offer good will donation of £250	TC	Completed	02-07-19	Thank you received from Wyvern	NFA

[Agenda](#)



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ALLOTMENT ASSOCIATIONS LIASON GROUP 2nd July 2019

Present: Cllrs Jill Healey (Chairman), Alan Hart and Vivien Rosier. Allotment Representatives, Ashley Hitchcock and Sheila Brazier (MDAS), Phill Major (MCAA) Chris Anderson (LOSALGA), Ron Bates and David Hammond.

Also Present: Helen Symmons (Town Clerk), Abbie Cotterell (Assistant Proper Officer), Graham Davison (Facilities Manager)

1. The Chairman welcomed all to the meeting and introduced the Councillors.
2. Apologies were received from Cllrs; Anita Forde, Carole Mulroney, Caroline Parker & Andy Wilkins.
3. The way in which the cultivation process occurs at the Leigh Site was confirmed. 2 representatives from Leigh Town Council check all the allotment plots and write initial cultivation letters, giving the tenants 6 weeks to show cultivation on the plot. If there are no signs of cultivation the plot will be terminated. Photos will be taken at the first cultivation check and again at the 6 month checks.
4. The new LOSALGA Committee will arrange a date to meet with the MDAS Committee outside of the meeting.
5. The annual allotment rent letters are being prepared ready to be sent in September. The following information has been included:
 - Annual Rent Charge
 - 2020/21 Rent Increase
 - Plot holders should make every effort to have guttering on any sheds to collect rain water
 - Allotment Non-Resident Levy
 - Plot identification numbers to be visible from the main paths.
 - Reminder of the tenancy agreement
 - Conditions with regards to braziers, bonfires & cultivation
 - Joining the relevant plot association

The LOSALGA Committee requested that the process for existing plot holders taking on a new plot to be included in the letter.

6. The numbering at the top of the MDAS site is unclear and the Committee are unsure who has what plot. The Facilities Manager will arrange to meet the MDAS Chairman over to confirm this.
7. The toilets at MDAS overflowed in the heavy rain with sewage water coming back up the drains.
8. MDAS are now providing 3 tiers of membership. Individual membership for £3, family membership for £6 or a group membership for £12.

9. It was confirmed that registered charities are required to pay their allotment rent on the Leigh Site & Marshall Close.
10. LOSLAGA collected a new swarm of bees, which are slowly being introduced into the current bee area on the Leigh Site.
11. The next edition of the Leigh Town Council Magazine will be coming out in October. If any of the societies would like to have an article included this will need to be submitted by the beginning of September.
12. The asbestos shed on the MDAS side will be removed imminently. The Facilities Manager will liaise with MDAS and get all the items removed from the shed.

DATE OF NEXT MEETING: 1st October 2019

[Agenda](#)



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Chairman: Cllr Jill Healey
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ALLOTMENT DISPUTES PROCEDURE

The Town Clerk on receiving a complaint will attempt to resolve the matter informally.

If this is not possible because of the serious nature or complexity of the complaint, the matter will be considered by an Allotments Dispute Panel. The Town Clerk will send anyone who has a complaint made about them a copy of the letter(s), with the senders name removed (Data Protection Act), and has three weeks to respond to any allegations made.

The Allotments Dispute Panel will comprise of 3 members on the Community & Culture Committee. The Panel will consider the correspondence of all parties and meet with them individually including the Town Clerk. The parties in the complaint may bring with them a representative if they wish. There will be a separate Panel Officer who shall not be the Town Clerk.

The Allotments Dispute Panel will make a decision as follows:

1. No action because the response to the complaint was sufficient to justify what he/she did or said.
2. No action because the complaint was not sufficiently serious to warrant any action.
3. Warning as to future behaviour
4. Final warning as to future behaviour
5. Termination of tenancy.

After the Panel, the decision **MUST** be confirmed in writing within seven working days. The decision of the Allotments Dispute Panel will be final and will be reported to the next meeting of the Community & Culture Committee.

At all times the rules of natural justice will apply. In other words, all parties will be treated fairly and the process will be reasonable, accessible and transparent. The identity of a complainant and subject will only be made known to those who need to consider the issue.

No party in the matter will have the right of recourse through the Council's Complaint's Procedure as dissatisfaction of a decision of the Council is not deemed to be a complaint.



LEIGH-ON-SEA TOWN COUNCIL

67, Elm Road, Leigh-on-Sea, Essex SS9 1SP

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Chairman: Cllr. Pat Holden

Vice Chairman: Cllr. Mrs. Carole Mulroney

Town Clerk: Paul Beckerson



ALLOTMENT DISPUTES PROCEDURE

Allotments Committee Meeting of the 7th April 2009

92. PROCEDURES FOR DEALING WITH COMPLAINTS

Set up Disputes Working Party – Chairman and Vice-chairman of Allotments Committee with Chairman or Vice-Chairman of Council as alternatives in case of unavailability or involvement in the dispute. If a written complaint is received, the person concerned will be written to with a period of 3 weeks to respond. The complainant's name will not be divulged.

The Working Party will make recommendations to the Allotments Committee.

The procedure is that anyone who has a complaint made about them is sent a copy of the letter(s), with the senders name removed (Data Protection Act), and has three weeks to respond to any allegations made. At this time, the letter(s) of complaint and your response will be considered by the Disputes Working Party for a recommendation to be made to the Allotments Committee to decide if any action is necessary, and if so, what should be done.

Possible outcomes:

6. No action because the response to the complaints was sufficient to justify what he/she did or said.
7. No action because the complaint was not sufficiently serious to warrant any action.
8. Warning as to future behaviour
9. Final warning as to future behaviour
10. Termination of tenancy.

In the event that the Allotment Holder is dissatisfied with the Allotments Committee decision they can invoke the Councils – Complaints Procedure.

Please note that under the Council's new structure that the Disputes Working Party consists of the Chairman and Vice Chairman of Environment and Leisure Committee with Chairman or Vice Chairman of Council as alternatives.

The Environment & Leisure Committee replaces the Allotments Committee.

[Agenda](#)

COMMUNITY & CULTURE COMMITTEE					2019/20					
INCOME	Budget 2019/20	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2019/20	Expenditure	Balance	% Spent
Leigh Community Centre	£ 131,500.00	£ 38,640.43	£ 92,859.57	29.38%	Leigh Community Centre	£ 30,594.88	£ 53,850.00	£ 16,248.29	£ 37,601.71	30.17%
LTC Use of LCC	£ 27,000.00	£ 4,500.00	£ 22,500.00	16.67%	Community Centre Staffing		£ 128,464.00	£ 37,996.10	£ 90,467.90	29.58%
Friends of LCC		£ 164.50			Friends of LCC	£ 3,040.36		£ 355.89		
Allotments	£ 14,540.00	£ 929.00	£ 13,611.00	6.39%	Allotments	£ 4,780.47	£ 26,737.00	£ 10,846.15	£ 15,890.85	40.57%
Community Facilities	£ 50.00	£ 20.83	£ 29.17	41.66%	Community Facilities	£ 13,434.65	£ 10,831.00	£ 2,610.60	£ 8,220.40	24.10%
Council H&WB Programmes	£ 16,150.00	£ 4,155.17	£ 11,994.83	25.73%	Council H&WB Programmes	£ 6,886.30	£ 43,357.00	£ 8,868.53	£ 34,488.47	20.45%
Environment Facilities & Services		£ 749.98			Environment Facilities & Services	£ 10,159.00	£ 24,050.00	£ 12,391.90	£ 11,658.10	51.53%
					Community Partnership Programmes	£ 5,000.00	£ 4,000.00	£ 573.50	£ 3,426.50	14.34%
					Community Services Funding	£ 5,900.00	£ 5,400.00		£ 5,400.00	0.00%
					Committee Staffing		£ 13,376.00	£ 3,617.23	£ 9,758.77	27.04%
TOTAL COMMITTEE INCOME	£ 189,240.00	£ 49,159.91	£ 140,080.09	25.98%	TOTAL COMMITTEE EXPENDITURE		£ 310,065.00	£ 93,508.19	£ 216,556.81	30.16%

[Agenda](#)