



Leigh-on-Sea Town Council

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Chair: Cllr Bernard Arscott | **Vice Chair:** Cllr Sandra McCurdy

Town Clerk: Clare Milligan



Minutes of the Meeting of the Community and Culture Committee

The Committee met at 7.30pm on Tuesday 11th February 2025 in Room 6, Leigh Community Centre, 71-73 Elm Road, Leigh-On- Sea, Essex, SS9 1SP.

Chair – Councillor P Gilson.

Present: Councillors Dr D Bowry, C Mulroney, O Richards, and J Suttling.

In attendance: The Town Clerk – Clare Milligan, the Allotments and Planning Officer, Joe May, the Bookings and Events Officer, Elle Tekiner, Cllrs J Garston, and P Wexham, two representatives from the Community Payback Scheme and seven members of the public.

CC001-25 Apologies for Absence

Apologies were received and agreed for Cllr A Hart. Proposed by Cllr O Richards, seconded by Cllr C Mulroney and agreed unanimously. Cllr J Lloyd was not in attendance.

CC002-25 Declarations of Members' Interests

Cllr C Mulroney declared that she was a Southend City Councillor. There were no other declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests or Registrable Non-Pecuniary Interests.

Cllr C Mulroney proposed to move the presentation from the Community Payback team forward. Seconded by Cllr P Gilson and agreed unanimously.

CC003-25 Allotments

- a) Community Payback team gave a presentation on the organisation and the projects that have been completed. It runs seven days a week, roughly ten thousand hours of community service a month. The projects are varied, ranging from parks to schools to allotments etc. They explained the process of applying for the group to undertake work. Cllrs asked various questions and Cllr P Gilson thanked the individuals for attending the meeting. Further discussion was to take place later in the meeting.

CC004-25 Public Participation

There were no comments from the public.

CC005-25 Minutes

The minutes of the Community and Culture Committee meeting held on 10th December 2024 were agreed and signed as a true record. Proposed by Cllr C Mulroney, seconded by Cllr O Richards and agreed unanimously.

CC006-25 Clerk's Report

- 1) PA System – This is still being investigated along with a possible app which transcribes meetings onto a television screen or project screen as the meeting is taking place.
- 2) Disability Project at Manchester Drive Allotments – A meeting was cancelled by the individual who would like to have the allotment. The Clerk is awaiting a new date from them to reschedule.
- 3) CCTV at Manchester Drive Allotments – This is still being investigated and will be discussed at the working groups meeting in March.

- 4) Lighting in Room 4 – the Clerk is still obtaining further quotes.
- 5) Old Town Buoys – The Clerk has emailed Southend City Council twice and is awaiting a response.

Cllr P Gilson advised the Manchester Drive allotment association that the Council were not receiving any payment for the work being undertaken by the Environment Agency.

CC007-25 Allotments

- a) Community Payback Scheme – A discussion took place regarding the presentation, and it was agreed to proceed with engaging with the scheme and the work they could possibly undertake at the Manchester Drive allotment sites. The Allotment and Planning Officer will now move forward with this.
- b) Allotment and Planning Officer's report – the Officer gave a comprehensive presentation on the allotment system, graphs and data showing the number of plots available, payments received etc. The presentation also incorporated the remainder of the points to be discussed at the meeting under the Allotments agenda item. The Officer was thanked for their hard work.
- c) Security for allotments – a brief discussion took place regarding the situation and the number of thefts that had been reported to the Allotments and Planning Officer. It was agreed that this would be discussed further at the working group's meeting at the beginning of March.
- d) Numbering of plots – The Allotment and Planning Officer explained that the Manchester Drive allotment association had enquired about having the plot numbers changed for the Leigh side of the allotments. This will be discussed further at the working groups meeting.
- e) Boundary Hedges – The Allotment and Planning Officer is collating quotes for all the work, and this will come back to a future meeting.
- f) Former café area – the area was discussed, and further investigation needs to take place as to how this area can be utilized in the future.
- g) Water Valve – this item was deferred to a future meeting.

CC008-25 Council Events

The Clerk had circulated the reports produced by the Bookings and Events Officer which gave an in-depth description of the events with costings.

- a) Easter activities – the committee discussed the day and the various activities. It was agreed to progress. Proposed by Cllr P Gilson, seconded by Cllr C Mulroney, and agreed unanimously.
- b) VE Day – a discussion took place, and it was agreed to hold another events working group meeting as soon as possible to discuss this further and then put in an extra ordinary Community and Culture meeting for the event to be agreed.

CC009-25 SEND Event

The Clerk had circulated the report from Cllr C Willoughby who spoke at the meeting. A discussion took place, and it was agreed to set up a working group to investigate the events further and what this would entail for the Council. The working group would consist of Cllrs C Willoughby, O Richards, P Barber, and C Mulroney. The Clerk and the Bookings and Events Officer will also be part of the group. Cllr C Willoughby will also speak with outside bodies to be included in the meeting.

CC010-25 Website

The Clerk had circulated the three quotes for a new joint website for the Town Council and the Community Centre. She explained that the website would not be in place until the new

financial year as this was where funding had been agreed. However agreeing which company the Council will use was something that needed to happen so the project could move forward. A discussion took place and it was agreed to go with Aubergine at a cost of £999. Proposed by Cllr O Richards, seconded by Cllr P Gilson and agreed unanimously.

CC010-25 Flagpole Servicing

The Clerk had circulated the quote received from Piggots in relation to the servicing of the Council's flagpoles. The Clerk advised that the Council had used the company previously to undertake the work. It was proposed to accept the quote and ask Piggots to undertake the work at a cost of £628.35 plus VAT. Proposed by Cllr J Suttling, seconded by Cllr Dr D Bowry and agreed unanimously.

CC011-25 Laptop

The Clerk had circulated the quote from the Council's IT support company for a Laptop for the Allotments and Planning Officer. A discussion took place, and it was agreed to purchase the laptop at a cost of £965 plus VAT. Proposed by Cllr O Richards, seconded by Cllr J Suttling and agreed unanimously.

There being no further business, the meeting closed at 9.23pm.