



# Leigh-on-Sea Town Council

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**Chairman:** Cllr Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins  
**Town Clerk:** Helen Symmons PSLCC



Members are requested to attend an online meeting of the  
**COMMUNITY & CULTURE COMMITTEE** of Leigh-on-Sea Town Council  
on **Tuesday 2<sup>nd</sup> February 2021** commencing at **7.30 pm**.

This meeting is being held in accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

All participants are requested to enter the waiting room between 7.15 and 7.25 pm, ready for the meeting to commence at 7.30 pm. Members of the public are requested to email Council in advance of the meeting to give notice that they would like to attend and whether they would like to speak in the public participation section of the agenda.

To join the meeting:

Either click on this link

<https://us02web.zoom.us/j/2840165282?pwd=MVhpYnVNODBzSXk5U1hqUjFkZkZkZDZzOQ>

or use the Zoom App on your device and input:

Meeting ID: 284 016 5282  
Password: 1996

Or you can phone dial into the meeting audio using one of the phone numbers:

One tap mobile  
+442034815237,,2840165282#,,,0#,,1996# United Kingdom  
+442034815240,,2840165282#,,,0#,,1996# United Kingdom

Dial by your location  
+44 203 481 5237 United Kingdom  
+44 203 481 5240 United Kingdom  
+44 131 460 1196 United Kingdom  
+44 203 051 2874 United Kingdom

Meeting ID: 284 016 5282  
Password: 1996

Members of Council and members of the public are reminded that the meeting may be recorded by the Town Clerk in both audio and video to assist with the recording of Council minutes.

### **Committee Membership**

**Cllrs:** *David Bowry, Keith Evans, Anita Forde (Chairman), Paul Gilson, Alan Hart, Damian O'Boyle, Emma Smith, Mike Wells and Andy Wilkins*

*Helen Symmons*

Helen Symmons PSLCC  
Town Clerk  
28<sup>th</sup> January 2021

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

**AGENDA / BUSINESS TO BE TRANSACTED**

1. CHAIRMAN'S MEETING PROTOCOL ANNOUNCEMENT
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE [8<sup>TH</sup> DECEMBER 2020](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) Page 6

**LEIGH COMMUNITY CENTRE**

7. FACILITIES REPORT

Refurbishment and Remodel Programme:

The kitchen is now finished but there has been a delay in dealing with the snagging list for the remodel programme due to the lockdown.

Other LCC matters

The maintenance programme will commence again when lockdown ceases as caretakers are currently furloughed. The recent roof work came in £1,500 under budget as the repairs required were not as extensive as first thought.

8. BOOKINGS REPORT

Nothing to report as the Centre has been closed since 20<sup>th</sup> December 2020.

9. LORNA & LOTTIE'S REPORT

The café will open as soon as is practically possible and safe to do so abiding by Government legislation and guidance and on production of risk assessments to the Town Clerk.

10. ARTS GROUP PDG

- ARTIST IN RESIDENCE

Three candidates were interviewed for the role of Artist in Residence. It is **RECOMMENDED by the Arts Group** that Susan Allen-Smith be appointed the Artist in Residence from 1<sup>st</sup> April 2021 for a year.

- MEMBERSHIP OF THE ARTS GROUP

This is now confirmed as the following:

Cllrs Bowry, Forde and Smith, Malcolm Blake-Lawson, Kerry Doyland (as current AIR) and Vivien Rosier.

- SOUTHEND CULTURAL NETWORK MEETING

The Town Clerk attended the meeting 25<sup>th</sup> January pending the appointment of a new representative from Leigh Town Council. With around 40 people introducing themselves the first part of the meeting took a while but it was great to see so much enthusiasm from many areas of the Borough and from so many different fields. Unfortunately, I was not able to stay in the meeting for long as other Council matters took precedents. Vivien Rosier was the chosen representative before but the suggestion was made that the Artist in Residence become the representative at meetings for the Town Council and themselves. The Town Clerk

asks that this is either agreed with the AIR or another Arts Group member be the representative.

## ALLOTMENTS

### 11. COVID ARRANGEMENTS

The allotments remain open but guidance has been sent to all plot holders on restrictions at this time. No new tenants are being accepted at this time as the guidance is for plot allocation to be paused.

## COMMUNITY FACILITIES

### 12. SKATE PARK

The Skate Park is closed at this time. Due to weather and lockdown restrictions, work has not been able to commence on the Street Art Wall.

### 13. STRAND WHARF

An inspection of the flag pole is being arranged.

## HEALTH & WELLBEING PROGRAMMES

### 14. FESTIVE LIGHTING DISPLAY LEIGH LIBRARY GARDENS BRIEFING ([Appendix 2](#)) page 7

### 15. EVENTS 2021

Due to the pandemic, Southend Borough Council (SBC) are not currently accepting any new event applications. However, should restrictions be lifted an event under 2,000 attendees requires a minimum of 8 weeks notice.

SBC are allowing cancelled events from 2020 to be rescheduled to a 2021 date if there is availability and again, subject to restrictions lifting. As we had already submitted an application for our Community Day at Bonchurch park last year, we may be able to obtain a provisional date for 2021. If this is not possible, a refund for the application can be obtained or credited to our account.

It is **RECOMMENDED** that an Events PDG be held in March to discuss potential opportunities further including the Christmas Library Garden display.

### 16. FARMERS MARKET

We are unable to provide the service at this time but a virtual Farmers' Market continues and is proving popular.

### 17. COMMUNITY TRANSPORT

We remain in contact with the Community Transport members and they now receive a 'Keep in Touch' four weekly publication which has proved an enormous success with them. We are unlikely to be able to provide any form of trips and social club service until April 2021.

### 18. SOUTHEND BOROUGH COUNCIL HEALTH & WELLBEING STRATEGY

[Health & Wellbeing Strategy | Your say Southend](#)

A consultation is currently live with a deadline 2<sup>nd</sup> March. The Committee are invited to complete the survey where the following questions are asked:

- Do you agree with the priorities set yes / no
- Can you think of any other priorities that should be included yes / no
- Do you agree with the actions listed under each priority yes / no
- Can you think of any other actions that should be included yes / no

- Do you have any other comments on this project?                      yes / no

**ENVIRONMENT FACILITIES & SERVICES**

19. CHRISTMAS LIGHTING

A report is being prepared by the contractor as many of the timers proved faulty during the lighting period and need replacing.

20. SOUTHEND BOROUGH COUNCIL POLLINATOR STRATEGY

[https://yoursay.southend.gov.uk/bee-happy?tool=survey\\_tool#tool\\_tab](https://yoursay.southend.gov.uk/bee-happy?tool=survey_tool#tool_tab)

A consultation is currently live with a deadline 16<sup>th</sup> February. The Committee are invited to complete the survey where the following questions are asked:

- How much do you agree or disagree with the aims of the Pollinator Strategy?
- How much do you agree or disagree with the actions we are going to take in Southend Allotment locations?
- How much do you agree or disagree with the council taking actions for pollinators and biodiversity in our parks and open spaces?

Nest Boxes

Create areas of bare soil for colonising bees

Altered mowing regimes in designated locations to create more flower-rich habitats which provide nesting places and shelter

Living roofs

Create new wildflower meadows and allow designated areas to naturalise

- Do you agree with altering mowing regimes and creating naturalised areas in designated areas to benefit pollinators and biodiversity?
- Would you like to take part in citizen science and help monitor pollinators like bees and butterflies in Southend?      Yes / No
- Would you like to attend a Pollinator Workshop?      Yes / No
- How likely are you to take action for pollinators in your garden?
- Do you feel your knowledge of pollinators has improved as a result of this document? Yes / No
- Any other comments on the document

Options to the agree or disagree questions are:

Definitely agree / Somewhat agree / Neither agree or disagree / Somewhat disagree / Definitely disagree

**COMMUNITY PARTNERSHIP PROGRAMMES**

21. SPECIAL CONSTABLES

The training team at Essex Police are currently working hard to rearrange courses yet again to comply with new rules. Active recruiting can still take place and another volunteer was added to the list for Leigh but they have since withdrawn.

22. YOUTH CLUB

Nothing to report.

**COMMUNITY SERVICES FUNDING**

23. FIRST AID POST

Nothing to report

<b>FINANCE</b>
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**24. HIRE CHARGE REVIEW DECISION ITEM**

In July 2018 when the Council became VAT registered, the decision was taken not to increase hire charges for 2019/20 and 2020/21. A review is still being undertaken as some of the information from other comparable facilities has not been received due to the current lockdown. That said, with the current pandemic scenario, it is still unknown when restrictions will be fully lifted to enable hire capacity at pre-COVID figures. The main aim of the year when COVID restrictions lift is to encourage a full return to the Community Centre of hirers and visitors and to complement this with an enhanced advertising campaign around the remodelled areas of the community centre to encourage wider and more frequent use by all in the community. Certainly, the Centre is now a more attractive venue for weddings and celebration events and offers better facilities in the new café area. As Council have frozen the precept for 2021/22, it is **RECOMMENDED** that the hire charges at this time also remain frozen with no increase being applied whilst economic recovery is being encouraged. The income budget has been set at less than half the income in the previous two years prior to March 2020.

25. COMMITTEE BUDGET REPORT 2020/21 as at 25<sup>th</sup> January 2021 ([Appendix 3](#)) page 8

**26. TO CONSIDER ANY UNDERSPENDS IN 2020/21 BUDGET TO EARMARK AS A RESERVE DECISION ITEM**

It is **RECOMMENDED** that the Committee **recommend to Council via Finance & Governance Committee** the following movement to Earmarked Reserves (EMR) at the year-end:

<b>EMR</b>	<b>Proposed movement/creation</b>	<b>2020/21 Closing EMR</b>
Allotments General (£3,620.19)	£1,500	£5,120.19
H&W Events (£7,086.30)	£10,000	£17,086.30
Leigh Lights Structure (£7,859)	£4,500	£12,359.00

**TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2020/21**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Action Required</b>	<b>RO</b>	<b>Completion status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>
C&C 08-12-20	35. Art Group	RESOLVED to co-opt Vivien Rosier to the arts group		Complete	08-12-20		NFA

[Agenda](#)



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## REPORT 2760/EF

### LEIGH LIBRARY GARDENS FESTIVE LIGHTING DEBRIEF

Leigh Library Gardens Festive Lighting display ran for 3 weeks until the 21<sup>st</sup> December. The display consisted of dressing two living trees and three 3D ground mounted features, including an interactive element of Santa's post box. Many thanks to BMTK solicitors who kindly powered the display as we were unable to obtain power from Southend library or the other external building. The display was also complimented by Friends of Leigh Library Gardens with Create98 who arranged their own displays throughout the park and a neighbouring resident who provided features including fairy doors.

The display was aimed at young children and due to pandemic restrictions, could be enjoyed as part of a socially distanced walk by locals. To this effect, we limited advertising the display somewhat to prevent crowds.

Security measures to protect the display included temporary cctv, fencing, signage and staff monitoring.

Leigh Town Council were also responsible for locking and unlocking the park whilst the display was on. Staff opened the park at 7.30 am daily including Saturdays. Staff also locked the lower gate daily at 4 pm except Saturdays. A rota was difficult to maintain to close the park at 6 pm daily as only 5 councillors offered support. Security staff closed the park when on duty Fridays and Saturdays. 3 persons are ideally required to lock the gates completely at the end of the evenings on Monday to Thursday so Councillor/volunteer commitment is essential. Security reported a couple instances at weekends where there were difficulties moving large groups on, so the need for security at weekends was proven. There was no damage to any displays throughout the event.

The festive display was very well received locally and shared a number of times on social media, the post box/letters to Santa received substantial praise. Many thanks to the staff who helped arrange replies. Although some weather damage to letters occurred, over 200 letters were responded to. If we chose to have this element again, a wooden post box would be better.

Praise included:

- You TRULY are the Christmas spirit
- Thank you for such a wonderful display and taking time for the kids 😊
- Thank you for brightening up leigh
- Thank you for the lovely display and post box for the children what a lovely gesture in what has been a difficult year
- Merry Christmas to all of you and thanks again for making a positive difference in our community.

The only 'negative' comments seen on social media were about the display being removed before Christmas, however no formal complaints were received. We are not able to staff the display over the Christmas break.

It is believed that the feature within Library Gardens can be built upon if COVID restrictions permit in 2021. Interactive elements or mini events such as carol singers or Santa visits could be additions. The cost to Council of the display was £4,500 less than holding Leigh Lights and visitors and residents were able to enjoy the feature for 3 weeks leading up to Christmas whereas Leigh Lights is just a four hour event.

Should circumstances allow in 2021, possible ideas could include enabling 3 charities to 'host' the 3 weekends providing their own additions to attract visitors and raise money for their own charities.

The Events & Projects Officer is currently obtaining 3 quotes for 2021 festive displays within the garden.

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<b>COMMUNITY &amp; CULTURE COMMITTEE</b>					<b>2020/21</b>					
<b>INCOME</b>	Budget 2020/21	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2020/21	Expenditure	Balance	% Spent
Leigh Community Centre	£ 132,000.00	£ 6,859.46	£ 125,140.54	5.20%	Leigh Community Centre	£ 23,119.88	£ 56,700.00	£ 31,465.36	£ 25,234.64	55.49%
LTC Use of LCC	£ 20,000.00	£ -	£ 20,000.00	0.00%	Community Centre Staffing		£ 134,500.00	£ 70,217.82	£ 64,282.18	52.21%
Friends of LCC					Friends of LCC	£ 1,021.41		£ -		
Allotments	£ 19,000.00	£ 21,658.30	-£ 2,658.30	113.99%	Allotments	£ 5,780.47	£ 31,850.00	£ 22,890.71	£ 8,959.29	71.87%
Community Facilities		£ -	£ -		Community Facilities	£ 14,434.65	£ 14,200.00	£ 11,619.40	£ 2,580.60	81.83%
Council H&WB Programmes	£ 13,000.00	-£ 147.80	£ 13,147.80	-1.14%	Council H&WB Programmes	£ 7,886.30	£ 46,300.00	£ 24,083.25	£ 22,216.75	52.02%
Environment Facilities & Services		£ -			Environment Facilities & Services	£ 7,859.00	£ 21,050.00	£ 9,150.00	£ 11,900.00	43.47%
					Community Partnership Programmes	£ 7,500.00	£ 5,000.00	£ -	£ 5,000.00	0.00%
					Community Services Funding	£ 5,900.00	£ 5,500.00	£ -	£ 5,500.00	0.00%
Govt. Grant re COVID-19		£ 27,000.00			Committee Staffing		£ 11,500.00	£ 7,229.18	£ 4,270.82	62.86%
Insurance Claim Roof		£ 2,265.00								
<b>TOTAL COMMITTEE INCOME</b>	<b>£ 184,000.00</b>	<b>£ 57,634.96</b>	<b>£ 126,365.04</b>	<b>31.32%</b>	<b>TOTAL COMMITTEE EXPENDITURE</b>		<b>£ 326,600.00</b>	<b>£ 176,655.72</b>	<b>£ 149,944.28</b>	<b>54.09%</b>

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