



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 Keith Evans | **Vice Chairman:** Cllr Dr. David Bowry

Town Clerk: Helen Symmons PSLCC



Members of the committee are summoned to attend a meeting of the
COMMUNITY & CULTURE COMMITTEE
of Leigh-on-Sea Town Council
on **Tuesday 18th April 2023** commencing at **7.30 pm.**
at Leigh-on-Sea Community Centre, 71-73 Elm Road,
Leigh-on-Sea, SS9 1SP

Committee Membership

Cllrs: *David Bowry, Vinice Cowell, Keith Evans, Anita Forde, Paul Gilson, Emma Mills, Carole Mulroney (Chairman), James Preston and Andy Wilkins*

Helen Symmons

Helen Symmons PSLCC
Town Clerk
13th April 2023

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

AGENDA / BUSINESS TO BE TRANSACTED

1. CHAIRMAN AND HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
Apologies from Cllr Forde were received prior to publication of the agenda
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE COMMUNITY & CULTURE COMMITTEE [14TH FEBRUARY 2023](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 5

LEIGH COMMUNITY CENTRE

7. FACILITIES REPORT
 - The nosings on the entrance steps to the Community Centre have been painted yellow and the railing to the steps will be painted the same. This is following advice from Southend in Sight to make the Community Centre as accessible as possible to all. Southend City Council kindly removed the bollard that was a hazard to those less able sighted.
 - The exterior of Leigh Community Centre was painted in 2015 and is now in need of redecoration in line with the conditions report 2017 and poor state of the paintwork. Quotes are being obtained.
 - Quotes for acoustic panels to the Donald Fraser Hall and other areas are being sought. This is in line with the refurbishment programme established in 2018.

- The necessary pre-approved steelworks to the rear of the building by the emergency exit will be undertaken in approximately 4 weeks-time.

8. BOOKINGS REPORT

The Centre has now added a monthly Jazz evening to it's Wednesday evenings community programme. Residents can enjoy weekly Wednesday entertainment and the bar is open.

	Bookings	Hours	Inv income	Busiest Day
Café exclusive	70	305	£2,382.00	Wednesday
Foyer	34	170	£243.00	Saturday
Donald Fraser Hall	597	1571	£34,773.00	Monday
Room 1	385	1165	£11,072.00	Tuesday
Room 3	427	1038	£9,631.00	Thursday
Sir David Amess Hall	709	1748	£28,702.00	Friday
Room 5	319	861	£7,360.00	Wednesday
Room 6	263	983	£8,252.00	Tuesday
Room 7	719	1480	£22,962.00	Thursday
Room 8	192	595	£4,175.00	Wednesday
TOTAL	3715	9916	£129,552.00	
21/22	2945	8004	£81,573.00	

9. CAFE REPORT

Jan – March 2023

Café Sales	£15,954		
Event catering & bar com	£5,469		

		£21,423	
Café Expenditure	£6,438		
Wages	£12,900		

		£19,338	
		-----	£2,084 surplus towards utility costs

10. ARTS GROUP REPORT **DECISION ITEM**

Following the previously reported interviews for Artist in Residence 2023/24, a shared residency for 2 years was offered and accepted. Judith Lyall is a porcelain painter and will be offering beginner classes in the café for a small group from May. Dorisarty comprises of Anne Pettenuzzo and Claire Burgoyne and their first initiative is to commence Art discussion evenings from May. The Artists will be supporting each other and already have their opening exhibitions on display.

Kerry and Susan as outgoing artists were thanked by the Arts Group for their wonderful contribution over the past few years. The Life Drawing scholarship they commenced will continue as part of the Arts Group programme.

Community mosaic CIL project request – ([Appendix 2](#)) page 6

ALLOTMENTS

11. ALLOTMENTS UPDATE **DECISION ITEM**

A tree inspection is now due for both sites and this is being arranged.

Manchester Drive Allotments

Following a full consultation, one allotment society (MDAS) will now be in place for the whole site. A revised service agreement will be signed by the new committee.

Marshall Close

There has been an issue following the heavy rains with debris flowing down the Prittlebrook and causing a blockage. Southend City Council are sending engineers to investigate.

BEE POLICY *circulated to members prior to the meeting*

The policy has been circulated to the Essex Bee Keeping Association Southend Division and confirmation received that it is appropriate.

It is **RECOMMENDED** that the reviewed policy be adopted.

LTC HEALTH & SAFETY FOR ALLOTMENT GARDENS *circulated to members prior to the meeting*

It is **RECOMMENDED** that the reviewed guidance be adopted.

Both will be displayed on the Council's website and displayed by the allotment associations

COMMUNITY FACILITIES

12. SKATE PARK

With the improvement in weather and lighter evenings, the caretakers will move on to the summer rota of checking the park 2-3 times a week.

13. STRAND WHARF

Remedial works will commence soon to a section of seating and planting.

14. PADDLING POOL

The Town Clerk has chased Southend City Council for an update as works were due to commence in April. The pool remains leak free.

HEALTH & WELLBEING PROGRAMMES

15. EVENTS

Herd in the City

Our elephant is with our artist and we are providing glimpses of the design and how work is progressing with her blessing. Staff are due to attend another briefing and preparations are under way to provide full promotion and related Community Centre and café activities

Coronation

The funding application for a lottery grant was successful. A Coronation tea is being organised for the over 60's on Wednesday 3rd May and a Coronation party with gift bags for approximately 200 children on Friday 5th May.

16. COMMUNITY TRANSPORT AND SOCIAL CLUB

The trip to the Cherry Tree pub in Stambridge was a great success. The next trip being planned is to a garden centre and the interest has been tremendous. The choice of trips arranged is following consultation with members. The Over 60's club now has 20-25 attending regularly for lunch with another 20-30 coming along for the activity and light refreshments provided.

17. CHILDREN'S SCHOOL HOLIDAY PROGRAMME

February half term activities were a great success and boosted café income. Easter activities have been an arts and crafts workshop sessions plus Punch & Judy performance sessions. Approximately 175 children attended in total.

ENVIRONMENT FACILITIES & SERVICES
--

18. CHRISTMAS LIGHTING

Following discussions at the last meeting, staff are investigating options in conjunction with Friends of Leigh Library gardens to extend the provision to their secured area.

COMMUNITY PARTNERSHIP PROGRAMMES

19. SPECIAL CONSTABLES

A marketing/advertising workshop has been arranged by Essex Police in May to encourage more volunteers in to the programme.

SC Imbush is nearing completion of his independent training whereupon he will be operating within the Leigh Town Council area.

20. YOUTH CLUB AND YOUTH FORUM

These need to be topics for discussion with the new administration.

COMMUNITY SERVICES FUNDING

21. FIRST AID POST

St John Ambulance cadets are still keen to operate this facility once re-built.

FINANCE

22. COMMITTEE BUDGET REPORT 2022/23 ([Appendix 3](#)) page 8

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2022/23

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
C&C 14-02-23	94. Events	RESOLVED to pause provision of council seasonal markets due to others holding them at LCC	14-02-23	Noted by staff	TC will monitor NFA	
C&C 14-02-23	102. Underspends in 2022/23 budget to earmark as a reserve	RESOLVED to recommend to Council via F&G	07-03-23	Added to F&G agenda	NFA	

[Agenda](#)



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



Report 2802/HS

CIL PROJECT

Friends of Leigh Library Gardens (FOLLG) are in the process of revamping the beds at the front of Leigh Library. They have removed shrubs at the west side of the building to give a clear vista from the road through to the estuary. Partly because this is a great view but also to give visibility to that area to try and cut down on anti-social behaviour.

They are working with SCC Parks Department on a new planting scheme but this leaves a large area of concrete (approx. 3 metres square) which they believe may once have been the base for a shed. The concrete slab is too deep for easy removal so they have considered how it might best be put to use and a mosaic was suggested.

There is a local mosaic artist who has worked with numerous local schools from Chalkwell, West Leigh, Darlinghurst, Lady of Lourdes, St Thomas Moore and Westcliff High Schools (to name just a few) to create mosaics in their schools. FOLLG would like to approach the artist and his team to create a mosaic for that area, working with local schools and Leigh Town Council to make it a community project.

The idea is a children's competition for the design with a Leigh theme promoted by Leigh Town Council Arts Group and funded by Community Infrastructure Levy receipts received by Leigh Town Council.

FOLLG believe this is a great opportunity to produce something that not only has longevity and adds beauty to the area, but to make it a true community project. Several schools and organisations could be involved in the making of the mosaic along with FOLLG volunteers.

They have cited as an example, a similar project The Mosaic Studio produced which was for Admiral Court Care home. For this project they worked with 3 schools, local to the care home, to produce two mosaics for the driveway entrance, based on the artist's own design. Working with Westcliff High School for girls, pupils were encouraged to produce their own designs on a set theme of patchwork, which was installed over the surface of a bench in the grounds. Examples of the artist's work can be seen on his website www.themosaicstudio.com and his dedicated schools site www.mosaicsforschools.co.uk

CIL funding allocated to Leigh Town Council must be spent in accordance with CIL Regulation 59C:

“supporting the development of the local council's area, or any part of that area, by funding –

(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

(b) anything else that is concerned with addressing the demands that development places on an area.”

This project request would be in accordance with CIL Regulation 59C and a CIL balance of £10,000 is currently held.

FOLLG advise that the actual mosaic and workshop could be between £1,200 + VAT and £5,000 + VAT depending on the intricacy of the design. They have presented the following options:

Option 1: The Mosaic Studio would cost one winning design.

Option 2: Similar to how The Mosaic Studio run their school projects, they could work from a selection of drawings from different schools and organisations, so it doesn't just reflect the hand of one individual, this would allow more people to feel involved. With these drawings they would create a montage based on the theme of Leigh-on-Sea, selecting several things that would work and could be included.

It is **RECOMMENDED** that the Committee consider the CIL project request **with recommendation to F&G Committee** if the Committee would like an allocation of CIL funding.

[Agenda](#)

COMMUNITY & CULTURE COMMITTEE										
INCOME	Budget 2022/23	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2022/23	Expenditure	Balance	% Spent
Leigh Community Centre	£ 120,739.00	£ 135,085.14	-£ 14,346.14	111.88%	Leigh Community Centre	£ 35,119.88	£ 72,531.00	£ 70,289.19	£ 2,241.81	96.91%
					Community Centre Staffing		£ 148,000.00	£ 143,576.36	£ 4,423.64	97.01%
Friends of LCC		£ 118.00			Friends of LCC	£ 1,104.80		£ 299.27		
Allotments	£ 19,325.00	£ 22,969.25	-£ 3,644.25	118.86%	Allotments	£ 11,680.47	£ 29,200.00	£ 22,934.01	£ 6,265.99	78.54%
Community Facilities	£ 3,900.00	£ 1,855.83	£ 2,044.17		Community Facilities	£ 22,560.15	£ 23,275.00	£ 27,941.15	-£ 4,666.15	120.05%
Council H&WB Programmes	£ 4,750.00	£ 4,279.79	£ 470.21	90.10%	Council H&WB Programmes	£ 14,625.90	£ 21,600.00	£ 29,322.22	-£ 7,722.22	135.75%
Environment Facilities & Services	£ -	£ 475.00			Environment Facilities & Services	£ 12,290.00	£ 35,675.00	£ 37,803.47	-£ 2,128.47	105.97%
					Community Partnership Programmes	£ 7,500.00	£ 6,250.00	£ 2,210.00	£ 4,040.00	35.36%
NB - Grant recd £12,500 (under F&G)					Community Services Funding	£ 11,384.00	£ 5,700.00	£ -	£ 5,700.00	0.00%
Grant recd £2585 (under F&G)					Committee Staffing		£ 15,250.00	£ 15,185.07	£ 64.93	99.57%
Grant recd £650 (under F&G)										
TOTAL COMMITTEE INCOME	£ 148,714.00	£ 164,783.01	-£ 16,069.01	110.81%	TOTAL COMMITTEE EXPENDITURE		£ 357,481.00	£ 349,560.74	£ 7,920.26	97.78%