



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 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 27th April 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=MVhpYnVNODBzSXk5U1hqUjFkZkZkZDZz09>

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
22nd April 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 [COMMUNITY & CULTURE COMMITTEE 2ND FEBRUARY 2021](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) Page 5

LEIGH COMMUNITY CENTRE

7. FACILITIES REPORT

Refurbishment and Remodel Programme:

All remodel programme works are complete, save for a few outstanding snagging points which are being attended to. The refurbishment programme continues with the emergency external staircase due to be replaced, fire glass installed in the Lower Hall and new doors to the entrance are expected soon.

Other LCC matters

The leak to the hall way we believe is finally fixed and this area has now been redecorated. Glass has been replaced to a window in Room 3 and the upstairs mens' toilets. Repairs have been completed in the Town Clerk's office due to historic water damage and the area decorated. The vacancy for a new caretaker will be filled imminently.

8. BOOKINGS REPORT

The Community Centre re-opened 12th April in line with Government guidance. The next wave of hirers permitted to return is 17th May and thereafter 21st June. Many old hirers have returned or will be as the year progresses and bookings for one-off events are coming in for later in the year including the popular band nights.

9. LORNA & LOTTIE'S REPORT

The café re-opens 17th May with full table service.

10. ARTS GROUP REPORT

The new Artist in Residence is now in situ and an Arts group meeting will be held once she has settled in. At a meeting of the Arts Group in February, it was agreed that anyone who was booked in for an exhibition in 2020 for the Art Wall will be allowed to exhibit in 2021 when able. All bookings for the Art Wall will now be directed through the office with appropriate administration. The Arts group discussed the idea of holding a photography-based competition with the top 12 photos being printed in to a calendar. The calendar would then be sold with profits going to the Chairman's Charity. Further research is being undertaken to ensure this will be self-funding. A further arts initiative was discussed for 2021 to encourage residents to share any art work or creative activities that they have undertaken during lockdown through the Council's website, social media pages and magazine. The Arts Group would like to invite Jill Adair to be a co-opted member of the group and **seeks the Committees approval to allow this** if she is interested.

ALLOTMENTS

11. MANCHESTER DRIVE, LEIGH SIDE SECURITY

Criminal damage has been caused to the lock on three separate occasions at the allotment site, including the temporary arrangement to keep the site secure. This has been at a cost of £140 to the Council. We are working with the Allotment Society to try and prevent this happening again.

COMMUNITY FACILITIES

12. SKATE PARK

The skate park re-opened 29th March with appropriate social distancing guidance notices in place. The next phase of the refurbishment programme will commence soon including the installation of the Street Art wall.

13. STRAND WHARF

The flag pole has been inspected and we await the report.

HEALTH & WELLBEING PROGRAMMES

14. EVENTS PDG ([Appendix 2](#)) page 6 **DECISION ITEM**

Two recommendations to Committee are included within the report.

15. FARMERS MARKET

Preparations are underway to hold a celebratory 21st birthday market on Friday 16th July. Thereafter we plan to reintroduce the market from September twice a month – a Friday and a Saturday. Interest is currently being sought from the traders to this idea. From feedback over the years, it has been established that there is demand for the additional Saturday slot.

16. COMMUNITY TRANSPORT

We remain in contact with the Community Transport members but are unlikely to be able to provide any form of trips and social club service until later in 2021.

ENVIRONMENT FACILITIES & SERVICES

17. CHRISTMAS LIGHTING

It is **RECOMMENDED** that the timers for the Christmas lights are replaced. This has been expected for several years but each year they have been in reasonable working order until Christmas 2020. Annually the unused repairs budget has been placed in an Earmarked Reserve (EMR) so sufficient funds are available.

The cost of replacement is £5,847. This is to replace all 74 timers and has been discounted by our supplier of £11 per timer. It is **RECOMMENDED** that the EMR set aside for such repairs be used to cover the cost over and above the 2021/22 budget.

COMMUNITY PARTNERSHIP PROGRAMMES

18. SPECIAL CONSTABLES

Training for one our candidates commenced in mid-February with the attestation expected in June 2021. A course date is still awaited for the other candidate.

- TOWN SECURITY PDG

Paul Hogben T/Inspector Southend Community Policing Team along with Jon Gurel, Southend Borough Community Safety Team were invited to the meeting. Jon spoke about the Community Safety Team, the set-up, powers and restrictions. He also made reference to the PSPO for Leigh which would be going out to consultation following the local elections. The group confirmed that the Council would make sure all residents were aware of the consultation, encouraging them to respond.

Paul Hogben gave an overview of some issues in Leigh at present and some of the Operations in place. Crime is very low in Leigh compared to some other areas of the Borough but fear is high. All crime in Southend is down 10.6% meaning 74 less offences than in the previous year. West Leigh was down 33% although it was felt that some of this was due to the COVID effect. 2019 was a regular year of crime but even this was slightly down on previous years. Unfortunately, it was unknown how many additional police officers would be allocated to the Borough of Southend.

In answer to a Councillor comment that Southend Police don't have a presence as such in Leigh of Officers, Paul replied that they are aware of this but in reality they can only spread so far. Southend Police use analytical data so they are in the areas more where crime is happening. It is a tricky balance and can only be achieved if there is a significant uplift in the number of officers allocated to Southend. The PSPO will be key if passed as it may provide a permanent Community Safety Officer in Leigh. Residents should be encouraged to report any criminal activity as only evidenced based policing will show what is happening and what extra resources are needed and where. It was confirmed that 2 temporary CCTV cameras are already up and live in Leigh and the Heritage Centre is going to have a community safety team presence.

19. YOUTH CLUB

Southend YMCA have confirmed that they would like to reopen the Youth club soon. The Town Clerk is liaising with them. The Centre hosted a holiday luncheon club in the Easter holidays which Southend YMCA organised. 15 students attended a music and film creation week.

COMMUNITY SERVICES FUNDING

20. FIRST AID POST

Nothing to report

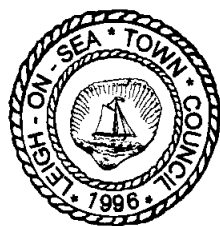
FINANCE

21. COMMITTEE BUDGET REPORT 2020/21 as at 31st March 2021 ([Appendix 3](#)) page 8

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2020/21

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
C&C 02-02-21	58. Arts Group	RESOLVED Susan Allen-Smith to be AIR 1 st April 2021	02-02-21	IMPLEMENTED	NFA	
C&C 02-02-21	63. Events 2021	RESOLVED to hold PDG in March	16-03-21	PDG HELD Reported on Agenda	NFA	
C&C 02-02-21	69. Special Constables	RESOLVED to hold PDG on Town Security	18-03-21	PDG HELD Report on Agenda	NFA	
C&C 02-02-21	72. Hire Charge Review	RESOLVED no increase to 21/22 rates	02-02-21	HIRERS ADVISED	NFA	
C&C 02-02-21	74. To consider underspends	RESOLVED EMR recommendations as per agenda	02-02-21	RECOMMENDATION TO COUNCIL VIA F&G	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

Chairman: Cllr Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins

Town Clerk: Helen Symmons PSLCC



EVENTS PDG TUESDAY 16TH MARCH

REPORT 2762

During the pandemic the town council's events programme was significantly reduced and adapted to bring residents innovative, and 'covid secure', events where possible, including the virtual farmers market, merchant navy day flag raising ceremony, painted stones and the Leigh Library Gardens Christmas lighting display.

Southend have recently opened their event applications, subject to government guidance regarding Covid19. A cautious events plan for 2021 was discussed at an events PDG, focussing on events held later in the Summer and Christmas. The following was recommended:

1. Painted stones in the School Summer Holiday for children
 - An extension of what was trialled during February half-term; young residents will be able to pick up a stone from the community centre, take it away to decorate and then return it to the front wall to be displayed.
 - At a later date the stones will be moved and exhibited permanently in the centre.
 - Covid measures were discussed and noted.
2. Children's puppet show on Strand Wharf
 - A low key event aimed at local residents, to limit crowds
 - A late August date discussed to increase chance of event going ahead
 - Midweek is ideal, when Old Leigh is expected to be quieter
3. Artists Market – Monday 30th August
 - Strand Wharf will be used for an Artists' Market on Monday 30th August bank holiday. This is an external event, not organised by the Town Council, which has been supported in the past.

4. RSPB Brent Geese

It was discussed that the Events & Projects Officer should make contact with the RSPB to express interest in allowing them to use Strand Wharf again for their Brent Geese 'events', as in previous years.

5. Virtual Youth Market

It was discussed that a virtual market may work better this year, both because of the pandemic and as a means of engaging with the community in new, innovative ways. Similar to what we have done with the Farmers' market during lockdown, we could set up a Facebook group and invite local younger residents to exhibit their work.

6. Leigh Library Gardens – Christmas Lighting Scheme

The 2020 Leigh Library Gardens lighting scheme proved very successful with an abundance of praise received online from residents. An extension of the scheme was discussed for 2021, supporting local charities and community groups by allowing them to host a weekend event alongside the lighting. Such events could include Santa meet and greets, church carols, choirs etc. Leigh Town Council will also hold an event supporting the Chairman's charity (both the 2020 and 2021 charity). Councillor Gilson kindly expressed willingness to dress as Santa.

As before, it is hoped the scheme will also include the Santa's letterbox. During the meeting, staff were thanked for their efforts, responding to over 200 letters.

A working group is to be set up with Friend of Leigh Library Gardens and local residents to discuss potential plans further and it is hoped that a fourth lighting display (including an interactive element and 2 additional lit trees) may be possible if we can source another power supply.

To help fund the display and the addition of a fourth new lighting element, a sponsorship programme will be created for local traders and businesses to contribute. An event programme, similar to that created for Leigh Lights is also possible. BTMK Solicitors who kindly provide power can then also be recognised as a main sponsor this year.

As before, the lighting scheme requires Councillor support to create a rota for locking the gardens during the week. It was felt that the weekends evening shifts were particularly hard to cover, and given that we expect the displays to be even more popular post-covid, then an additional days security is recommended, covering Friday evening, Saturday evening and Sunday evening.

Additional safety aspects were discussed also, such as bringing the display closer to the path and laying mats down to prevent slipping.

Lighting quotes had been received from three companies. The Group wish to **RECOMMEND TO C&C COMMITTEE** to use the current lighting scheme supplier at cost of 12,481.80 which includes 1 additional display and two additional tree lighting displays. The group recognised the high standard of last year's displays by the company and the service received along with additional features that the other lighting quotes did not include. This is £2,000 more than budgeted for 2021/22 as the budget was based on last year's provision, but with no other events planned for the year, it is **RECOMMENDED BY THE GROUP THAT C&C COMMITTEE** approve a virement from the appropriate EMR budget to cover these additional features to improve the display further.

[Agenda](#)

COMMUNITY & CULTURE COMMITTEE					2020/21					
INCOME	Budget 2020/21	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2020/21	Expenditure	Balance	% Spent
Leigh Community Centre	£ 132,000.00	£ 6,642.19	£ 125,357.81	5.03%	Leigh Community Centre	£ 23,119.88	£ 56,700.00	£ 43,130.55	£ 13,569.45	76.07%
LTC Use of LCC	£ 20,000.00	£ -	£ 20,000.00	0.00%	Community Centre Staffing		£ 134,500.00	£ 76,179.62	£ 58,320.38	56.64%
Friends of LCC					Friends of LCC	£ 1,021.41		£ -		
Govt. Grant re COVID-19		£ 40,285.00								
Allotments	£ 19,000.00	£ 21,774.30	-£ 2,774.30	114.60%	Allotments	£ 5,780.47	£ 31,850.00	£ 27,301.00	£ 4,549.00	85.72%
Community Facilities		£ -	£ -		Community Facilities	£ 14,434.65	£ 14,200.00	£ 12,482.95	£ 1,717.05	87.91%
Council H&WB Programmes	£ 13,000.00	-£ 147.80	£ 13,147.80	-1.14%	Council H&WB Programmes	£ 7,886.30	£ 46,300.00	£ 26,280.68	£ 20,019.32	56.76%
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	£ 4,500.00	£ 1,000.00	81.82%
					Committee Staffing		£ 11,500.00	£ 8,593.44	£ 2,906.56	74.73%
TOTAL COMMITTEE INCOME	£ 184,000.00	£ 68,553.69	£ 115,446.31	37.26%	TOTAL COMMITTEE EXPENDITURE		£ 326,600.00	£ 207,618.24	£ 118,981.76	63.57%