



Leigh-on-Sea Town Council

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Chairman: Cllr Doug Cracknell | **Vice Chairman:** Cllr Keith Evans

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 8th June 2021** 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, Doug Cracknell, Keith Evans, Anita Forde (Chairman), Emma Mills, James Preston, Emma Smith, Mike Wells and Andy Wilkins (Vice Chairman)

Helen Symmons

Helen Symmons PSLCC
Town Clerk
3rd June 2021

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
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE COMMUNITY & CULTURE COMMITTEE [27TH APRIL 2021](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) Page 6

LEIGH COMMUNITY CENTRE

7. FACILITIES REPORT

Repair Programme:

The new entrance doors have been installed and fire-glass now fitted to Lower Hall windows. Work will commence shortly on the replacement emergency external staircase. We are currently obtaining quotes for the replacement of some windows as the wooden sills to the exterior have rotted beyond repair. That said it may be that just the sills can be replaced. This will be necessary work to prevent any water ingress to the building.

8. BOOKINGS REPORT

Following Government guidelines for multi-use community facilities, the next wave of hirers returned on 17th May. The building continues to have COVID safety as its priority. As at 25th May 2021, £54,000 worth of bookings have been made for the current financial year. This will increase

should further restrictions be lifted but is obviously reliant on there being no further lockdown scenarios.

9. LORNA & LOTTIE'S REPORT

The café re-opened 19th May with full table service but limited capacity and menu at the present time.

10. ARTS GROUP REPORT

The new Artist in Residence (AIR) moved into the attic on the 12th April and has settled in well, currently running one to one sessions within the current COVID restrictions. A joint exhibition with the previous AIR will relaunch the art wall at Leigh Community Centre from 28th June – 13th August.

For the remainder of the year, all of the artists who were due to hold an exhibition on our Art Wall in 2020 have been rescheduled for 2021 with a 5 week stretch each. The terms and conditions for the Art Wall have been updated and will be managed more closely going forward. Interest has been received from other artists for 2022.

The Café is going to continue to hold smaller exhibitions. Artists will still be required to follow the Council's terms and conditions for these exhibitions. The bookings/enquiries of these exhibitions will be managed by café staff.

Members of the Leigh Branch of the Royal British Legion have asked for assistance with an art project they would like to launch for the RBL Centenary later in the year, and the Art Group are looking at ways to support this.

The former and newly proposed co-opted members for the arts group are being contacted presently. An arts group meeting is due to be held on 10th June to discuss ideas and projects for the remainder of the year and review the first stage of the present AIR residency.

Whilst the arts group is available for all Councillors to attend, it has been traditional for consistency that there is regular attendance by several Councillors on this Committee and therefore interests from Councillors is sought to be regular attendees.

ALLOTMENTS

11. WATER RATES AND ALLOTMENT RENTS **DECISION ITEM**

A full review has been undertaken with regard to water charges and it is **RECOMMENDED** that the charge per plots are as follows:

2021/22 predicted				
water charge		Full	Half	Starter
MDAS	£2,200.00	£10.00	£5.00	£3.50
Leigh	£1,200.00	£14.00	£10.50	£9.00
Marshall	£450.00		£30.00	£15.00

The water income in 2020/21 has made up some of the deficit outstanding from the previous year's actual water expenditure. The recommendation is a reduction in water charges for all sites but this still enables both deficits for MDAS and Leigh to be cleared and further reduces the Marshall Close outstanding water deficit. Water charges for 2020/21 were as follows:

2020/21 water rates	
	2020/21 exp
MDAS	£ 2,200.00
Leigh	£ 1,183.33
Marshall	£ 426.77

The MDAS charge is an estimate as there is an issue with the water supplier billing system.

Allotment rents continue to rise at 4% in accordance with Council's resolution in July 2018. The introduction of the non-resident allotment levy and the improved allotment administration system meant that the amount that Council provided from the precept for the facilities in 2020/21 was £5,424.70, a significant reduction from previous years. If this reduction continues then it will enable a review of the percentage rise next year for the 2023/24 season. However, for 2022/23, the rent charges will be as follows:

Allotment Rent 2022/23									
	Starter Plot (A/B/C)			Half Plot (E/W)			Full Plot		
	Rent	Water	Total	Rent	Water	Total	Rent	Water	Total
over official retirement age	£11.50	tba	tbc	£16.50	tba	tbc	£32.00	tba	tbc
Full	£23.00	tba	tbc	£32.00	tba	tbc	£64.00	tba	tbc
Non-Residents Levy			£20.00			£20.00			£20.00

12. PROJECT TO INCREASE THE NUMBER OF POTENTIAL ALLOTMENT PLOTS ON MANCHESTER DRIVE

Both societies at Manchester Drive are working with the Town Council administration team to help to increase the numbers of plots available on the whole site by clearing an extensive overgrown area. This is a pressing project as there are 98 on the waiting list. There will be a considerable amount of brushwood and rubbish to dispose of and the cost of this is proving prohibitive to move the project along successfully.

Whilst it is recognised that the Council does not permit bonfires on the site, it is asked whether that on this occasion, Council would permit a bonfire on the weekend of the 5th November. By asking well in advance of the date, this would enable the area to be cleared, and appropriate burning material to be stored so come the time of the bonfire, all the material would be dry and thus burn smoke free. The bonfire would also be controlled by the Societies working together.

COMMUNITY FACILITIES

13. SKATE PARK

The posts are up for the art wall and the container is being moved in a couple of weeks so work will commence thereafter. The project will be finished in time for the summer holidays.

Lessons are now taking place formally at the skate park with tutors paying a usage fee. All fees will be put towards the upkeep of the skate park. In this respect some repairs have been identified which require work and are being investigated.

14. STRAND WHARF

The flag pole will have a maintenance service in the near future.

HEALTH & WELLBEING PROGRAMMES

15. EVENTS

Nothing to report.

16. FARMERS MARKET

The Farmers' Market will be reopening this Summer with the first market on Friday 16th July. The regular market on the third Friday of the month will commence in September. Following consultation of stallholders and customers, an additional market will be introduced on the first Saturday of the month commencing in September.

Sadly, some stallholders have retired and won't be returning but the market will be welcoming lots of new stalls - traditional handmade sausages and burgers, handmade pies, fresh flower stall, chocolate truffles and a dog treat stall to name a few.

The opening market on 16th July coincides with the 21st Birthday of the first Farmers' Market of the Council and there will be a celebration surrounding this. For the July market there will be some outside stalls, which ensures COVID safety on space even if restrictions still remain. The Saturday Market in December will be the Christmas one which will include craft stalls.

17. COMMUNITY TRANSPORT AND SOCIAL CLUB

Community Transport members have continued to receive the Keeping in Touch magazine and have expressed how much they enjoy reading it offering content suggestions for future issues. Now that restrictions are lifting, the frequency of these will be reduced but will be continued post COVID. Volunteers are still happy to make phone calls to the members and are in the process of ringing everyone to ask about their preferences for the relaunch of the social club and future trips.

At present, the Council do not have access to a mini bus to run trips for the scheme. Previously Age Concern Southend's minibus and volunteer drivers were used but they no longer have this bus. Different local companies have been approached but they have either said no or have not replied. Further research is required to find suitable transportation, with a view to trips returning in 2022.

It is hoped that the relaunch of the social club will take place by the end of July with altered timings of 12 noon to 1.30 pm so that the session becomes a lunch club. Ideas include afternoon teas, ploughman's or fish and chip lunches with speakers and different activities planned. This will of course be reflected in the cost, and booking for the club will now be essential for those that wish to have a lunch organised for them. Members can still attend without having the lunch element but at this time, the extra provision of lunch at the social clubs will make up for the lack of trips in 2021.

The club will take place in Room 4 to allow for social distancing. Other COVID precautions will also be taken in line with Government guidance. The schedule of catering and entertainment is being organised presently. Members will be written to directly with all of the relevant information to book a place for each club.

ENVIRONMENT FACILITIES & SERVICES

18. CHRISTMAS LIGHTING

Three-yearly column testing has taken place on the London Road columns and all have passed.

COMMUNITY PARTNERSHIP PROGRAMMES

19. 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.

20. YOUTH CLUB AND YOUTH GROUP

The Youth Club relaunches on 10th June. Southend YMCA volunteers have all completed up to date training in line with Government guidelines at this time.

It is planned to hold a Youth Group meeting soon and whilst the group is available for all Councillors to attend, it has been traditional for consistency that there is regular attendance by several Councillors on this Committee. Therefore interest from Councillors is sought to be regular

attendees. At the Youth Group meeting discussion can take place with regard to the relaunch of the Youth Forum.

COMMUNITY SERVICES FUNDING

21. FIRST AID POST

Nothing to report although the Town Clerk has asked Southend Borough to erect hoardings around the derelict building which could then form the basis of an art project.

FINANCE

22. COMMITTEE BUDGET REPORT 2021/22 as at 25th May 2021 ([Appendix 2](#)) page 7

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 27-04-21	88. Events PDG	RESOLVED to use current lighting scheme supplier at cost of £12,481.80 (incl additional 2021 displays) RESOLVED to vire £2k from Events EMR to H&W Leigh Festive Walk budget	27-04-21	Event planning under way Adjustment made to 2021/22 budget	NFA NFA	
C&C 27-04-21	91. Christmas Lighting	RESOLVED to replace timers on Christmas lights RESOLVED that Christmas Lighting Infrastructure EMR be used to cover cost over and above 2021/22 budget for repairs	27-04-21	Contractor advised Budget note made	NFA NFA	
C&C 27-04-21	95. Committee Budget Report	RESOLVED to have 36 hanging baskets for 17 weeks at cost of £3,112 + VAT and that this be vired from C&C General Services EMR	27-04-21	Contractors advised Adjustment made to 2021/22 budget	NFA NFA	

[Agenda](#)

COMMUNITY & CULTURE COMMITTEE										
INCOME	Budget 2021/22	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2021/22	Expenditure	Balance	% Spent
Leigh Community Centre	£ 60,000.00	£ 2,563.85	£ 57,436.15	4.27%	Leigh Community Centre	£ 23,119.88	£ 54,400.00	£ 7,028.12	£ 47,371.88	12.92%
LTC Use of LCC	£ 10,000.00	£ 190.00	£ 9,810.00	1.90%	Community Centre Staffing		£ 123,000.00	£ 16,510.04	£ 106,489.96	13.42%
Friends of LCC					Friends of LCC	£ 1,021.41		£ -		
Govt. Grant re COVID-19		£ -								
Allotments	£ 20,650.00	£ 99.00	£ 20,551.00	0.48%	Allotments	£ 7,280.47	£ 28,700.00	£ 3,039.16	£ 25,660.84	10.59%
Community Facilities	£ 1,000.00	£ 377.83	£ 622.17		Community Facilities	£ 14,434.65	£ 10,650.00	£ 910.76	£ 9,739.24	8.55%
Council H&WB Programmes	£ 4,750.00	£ 291.00	£ 4,459.00	6.13%	Council H&WB Programmes	£ 17,886.30	£ 32,900.00	£ 2,443.73	£ 30,456.27	7.43%
Environment Facilities & Services	£ 1,400.00	£ -			Environment Facilities & Services	£ 12,359.00	£ 18,162.00	£ 1,512.00	£ 16,650.00	8.33%
					Community Partnership Programmes	£ 7,500.00	£ 5,000.00	£ -	£ 5,000.00	0.00%
					Community Services Funding	£ 2,788.00	£ 5,700.00	£ -	£ 5,700.00	0.00%
					Committee Staffing		£ 15,000.00	£ 1,895.03	£ 13,104.97	12.63%
TOTAL COMMITTEE INCOME	£ 97,800.00	£ 3,521.68	£ 94,278.32	3.60%	TOTAL COMMITTEE EXPENDITURE		£ 293,512.00	£ 33,338.84	£ 260,173.16	11.36%