



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

Town Clerk: Helen Symmons PSLCC



Members are hereby summoned to attend a Council Meeting
of Leigh-on-Sea Town Council on
Tuesday 21st September 2021 in Leigh Community Centre,
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

Helen Symmons

Helen Symmons PSLCC
Town Clerk
16th September 2021

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

Tea & Coffee will be available prior to the meeting from 7.15 pm.

AGENDA / BUSINESS TO BE TRANSACTED

1. CHAIRMAN'S AND HOUSEKEEPING ANNOUNCEMENTS

A minute's silence will be held at the start of the meeting following the sad news that past Councillor and Chairman Reta Cocks passed away in August.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF MEMBERS' INTEREST

For Councillors to declare any pecuniary or non-pecuniary interests in any items on the Agenda

4. APPROVAL OF THE MINUTES OF THE MEETING [20TH JULY 2021](#)

5. PUBLIC REPRESENTATIONS ON ANY ITEM OF BUSINESS ON THE AGENDA

6. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

7. SOUTHEND BOROUGH COUNCIL

This is an agenda item inviting Southend Borough Councillors representing Leigh Town Council areas to report matters and issues relevant to the Town Council's area either in person or by correspondence to the Town Clerk.

8. TOWN CLERK'S REPORT ([Appendix 1](#)) page 5

COMMITTEES / PDGS AND REPRESENTATIVE REPORTS

9. COMMITTEES

To receive the Minutes of Committees for 2021/22:

- a) Planning, Licensing and Highways Committee – To receive the minutes of [3rd August](#), [24th August](#) and [14th September 2021](#)

There are no recommendations to Council

- b) Community & Culture Committee – To receive the minutes of [10th August 2021](#)

There are no recommendations to Council

- c) Staffing Committee – To receive the minutes of [20th July 2021](#)

There are no recommendations to Council

10. COMMITTEE VACANCIES

A vacancy still exists on the Planning Committee and two vacancies still exist on F&G Committee.

11. REPRESENTATIVE REPORTS

Verbal reports from Councillor representatives on outside organisations will be made if any meetings have been attended.

OTHER DECISION ITEMS

12. LIBRARY GARDENS BUILDING ([Appendix 2](#)) page 6

Following on from minute 40 at Council on 20th July 2021, the Working Party met and discussed the project. The **RECOMMENDATION** to Council is to progress the project and in this respect Report 2767b provides up to date information following further discussions with the Borough Council.

It is **RECOMMENDED** that subject to a satisfactory survey and details of the funding conditions remaining as advised, the Council consider a 7 year lease based on the heads of term of the lease as outlined in the report and reviewing the project at year 4 to give the required 6 months notice should Council wish to invoke the break clause at year 5.

It is **RECOMMENDED** that the start up costs for the project be funded from the Strategic Projects budget.

13. TO APPROVE EXPENDITURE ([Appendix 3](#)) page 8

FOR NOTING / CONSIDERATION

14. COUNCIL INCOME AND EXPENDITURE BUDGET UPDATE AS AT 7TH SEPTEMBER 2021 ([Appendix 4](#)) page 10

15. COUNCIL BANK ACCOUNT BALANCES AS AT 8TH SEPTEMBER 2021

Current Account	£17,978.57
Imprest	£880.31
Payroll	£8,632.20
HSBC deposit	£212,276.03
PS Deposit fund	£322,548.61

16. COMMUNITY ENGAGEMENT

- Councillor Litter pick – The first litter pick was held on Sunday 29th August in Leigh Old Town. Several members of the public joined in addition to Councillors. The next date will be organised soon.

- Council Magazine – This is now in the draft print stage and will be ready for distribution on 19th October 2021.
- Good for Leigh Awards Evening – This is being held on the afternoon of Sunday 3rd October. All winners from 2019/20 and 2020/21 years have been invited. The Royal British Legion are kindly providing refreshments.

CONSULTATIONS

17. CONSULTATION – SOUTHEND NEW LOCAL PLAN STAGE 2 REFINING THE PLAN

The consultation stage is now open. A drop-in session was available to residents on 16th September to view the plan and a presentation was made to Councillors on 14th September at Planning, Highways and Licensing Committee. The Working Group will meet on 19th October 2021 to develop and submit the response on behalf of Leigh Town Council. Members of the Working Group are Cllrs Bowry, Cowell, Cracknell, Mills and Preston.

DATE OF NEXT MEETING: Tuesday 30th November 2021



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Report 2771/HS

TOWN CLERK'S REPORT SEPTEMBER 2021

TRAINING

The following training has been booked/undertaken since the last report:

Staff:

- SLCC National Conference
- Evac Chair training
- Government Reforms to the Planning system
- Internal planning and allotments training

Councillors:

- Councillor Fundamentals – Cllr Mills
- Chairmanship Skills – Cllrs Cracknell & Cowell

Training has been offered to Cllr Cohen

STAFFING

In addition to regular work, the main areas the Staff have been working on:

- Christmas Programme
- Community initiatives
- Recruitment
- Children's event programme for half term

SLCC NATIONAL FORUM AND CONFERENCE

I shall be attending the National Forum on October 12th in Leicestershire followed by the SLCC National Conference for 3 days, where the programme includes sessions on leadership, personal development, connecting communities, councils at the heart of future communities, engaging with principal authorities to facilitate devolution, plus a key note session from the Rt Hon. The Lord Blunkett. A full report will be submitted to Council in November.

MEETINGS ATTENDED:

- TOTALLY LOCALLY SOUTHEND – Two meetings looking at a gift voucher scheme for Southend independent shops and planning for Fiverfest
- SLCC BRANCH NETWORKING HOUR
- SLCC ESSEX BRANCH EXECUTIVE MEETING
- SOUTHEND PARTNERS WEEKEND REVIEWS
- LEIGH ALLOTMENT SOCIETY AGM
- CULTIVATION REVIEW WITH MDAS COMMITTEE
- KICKSTARTER INTERVIEWS AT SOUTHEND JOB CENTRE
- OP UNION TACTICAL CO-ORDINATION GROUP
- OP UNION STRATEGIC CO-ORDINATION GROUP

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2020/21

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 20-11-18	82 Request to Council	RESOLVED to have a board in recognition of Town Clerks who serve the Council		Board is in progress. Various issues including COVID have caused delays.		TC
COUNCIL 10-11-20	40. Social Isolation Projects PDG	RESOLVED to hold Well Being Day with employment focus when safe to do so	20-07-21	Considered again at Council and considered still unsafe. Will be on C&C agenda October	NFA	
COUNCIL 20-07-21	37. Committee Vacancies	RESOLVED Cllr Cowell to F&G Committee	20-07-21		NFA	
COUNCIL 20-07-21	40. Library Gardens Building	RESOLVED to set up Working party to investigate		Meeting to be held. Interest expressed to SBC. Reported on Agenda 21-09-21	NFA under this minute	
COUNCIL 20-07-21	42. Spatial Plan Projects	RESOLVED to review the Plan. Referred to F&G	20-07-21	Will be on F&G agenda October	NFA	
COUNCIL 20-07-21	43. Approve Expenditure	RESOLVED	20-07-21		NFA	
COUNCIL 20-07-21	49. Community Engagement	RESOLVED to move councillor litter pick scheme forward		First litter pick held 29 th September. Next one being advertised	NFA	

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OLD MESS ROOM (LEIGH LIBRARY GARDENS BUILDING) – A NEW COMMUNITY SPACE

REPORT 2767b/HS

Report 2767 was presented to Council in July 2021 and the following resolution was passed:

to set up a working party with a view to investigate as to whether Council wish to progress a lease on the Library Gardens building. In the meantime, the Town Clerk was to express an interest to Southend Borough Council that Leigh Town Council are still interested. The Working Party is to meet to enable a report to be made to Council in September.

The Working Party met remotely on 9th August with 7 members in attendance. The Town Clerk gave an update on further discussions held with the Borough Council. A good discussion took place on the issues and opportunities of the Council entering in to a lease and its value for the community. Six of the seven attending were in agreement for the matter to progress and for Council to consider taking on a lease.

Heads of Term discussions for Lease

The Borough Council had confirmed that each party would be responsible for their own costs. Discussion had been instigated with regard to lease term and rent and there could be the possibility of arranging a concessionary rent for a term if agreed for a period of 7 years or less with a break clause at 5 years for either party. The funding conditions have to be met for 5 years by the tenant. Permitted use for the building on the planning consent is Public Hall (Class D1)

Revised Costings

The Lease and associated costs

- Length of Lease – 7 years with break clause at year 5
- Annual rent – peppercorn for years 1-5, market rent of 40% or profit but no less than £1500 year 6 and 7 if the break clause is not invoked.
- Rates – approx. £500 subject to assessment
- Insurance – approx. £200 through SBC
- Security of the premises – approx. £750 install and then £250 annually
- Full repairing lease – the building was refurbished in 2019
- Solicitor costs for LTC – approx. £3,500
- Utilities – estimate approx. £1,000 annually
- Furniture – LCC has excess that could be provided
- Building survey – to ensure no imminent repairs – approx. £500

Start up costs – c. £5,000 (includes a contingency).

Financed by CIL income or Strategic Projects fund.

Annual costs – c. £2,300 (includes a contingency) years 1-5. This should be self-financing from usage but would need a budget allocation in year 1 and possibly year 2. Cost in year 6 and 7 would be £3,800

INCOME

The smallest room at Leigh Community Centre had a pre-covid income of £5,000 p.a. this is based on an hourly rate of £8 p.h.

Due to the stand-alone location of the Old Mess Room then a recommended hourly rental would be:

Monday to Friday until 6 pm - £15 + VAT

Weekends and evenings - £20 + VAT

The minimum hire for weekends and evenings will be 2 hours. Regular hire rates would apply for those booking the facility more than 6 times a year. Whilst years 1-5 would have the funding condition events applied it would not be unreasonable in the first year to predict 8 x 1 hour bookings a month and 1 x 2 hour booking a month at weekends.

When Leigh Town Council took on the management of the Community Centre, the usage increased by 164% in 5 years. For room 6 which is the Centre's smallest room and least hired, the income from April 2014 to March 2020 increased by 36%. The Old Mess Room would be a unique hire facility with a varied use for the community. It would not be unreasonable to budget hire income as follows over the first 5 years of a lease:

Year 1 £1,920

Year 2 £3,120

Year 3 £3,660

Year 4 £4,140

Year 5 £4,560

STRATEGIC PLAN POINTS RELATING TO THE COMMUNITY SPACE

The strategic plan has three core priorities and an overarching aspiration of 'improving the quality of town life'.

Objectives

- To be proactive in creating effective partnership working between SBC and LTC to ensure a shared vision for Leigh-on-Sea
WOULD ENABLE THIS OBJECTIVE TO BE MET IN DELIVERING THE CONDITIONS
- To identify community facilities that would enhance the quality of life of local residents and to explore ways of securing the necessary resources with minimum impact on the precept
WOULD ENABLE THIS OBJECTIVE TO BE MET
- To raise awareness of local environmental issues and to create opportunities for residents to engage with LTC in finding and implementing solutions.
WOULD ENABLE THIS OBJECTIVE TO BE MET

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Payments List 6th July 2021 – 1st September 2021 Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
BK TRS	£18.90	Staff member	Mileage re notice boards
BK TRS	£78.00	SLCC	Staff training
BK TRS	£270.00	Tindle Newspapers	LTC Newsflash
BK TRS	£540.00	Vicarage Marquees	Farmers' Market
BK TRS	£492.00	Four Seasons Electrical	Fuse spur and repair work
BK TRS	£342.00	PFS Groups Ltd	Emergency remedial lighting works
BK TRS	£19.93	Mark One Hire	Equipment hire
BK TRS	£140.34	Essex Supplies Ltd	Cleaning materials
BK TRS	£129.00	M Frost Associates Ltd	Energy Certificate renewal
BK TRS	£10.00	Allotment holder	Refund of key deposit
BK TRS	£81.85	Viking	Stationery
BK TRS	£32.94	Amazon	Laptop charger
BK TRS	£474.00	PFS Group Ltd	Fire Alarm Zone Plan
BK TRS	£629.00	Nale Construction	Kitchen works
BK TRS	£458.28	Veolia	Garden waste sacks to sell
BK TRS	£355.20	Signs Express	Skate Park signs
BK TRS	£1550.00	Timber Grove Landscapes	Watering of hanging baskets
BK TRS	£37.22	Amazon	Ink
BK TRS	£50.00	Allotment holder	Refund of plot holder
BK TRS	£180.00	SBC	Annual premises licence fee
BK TRS	£1284.00	Essex Maintenance	Gas solenoid valve
		Expenditure – Imprest Items	
	£90.00	Homemade Bakery	Farmers' Market Cake

	£3.00	Factory Shop	Napkins for cake
	£5.40	Tesco	Disinfectant
	£21.00	SBC	Event Licence
	£25.62	Solo Press	Invitations
	£208.80	Timbernow	Plywood for fencing displays
	£7.00	Timpson	Keys LCC
	£40.00	Ultimate Bathrooms	Replacement toilet seat
	£6.50	HSBC	Bank charges
	£16.00	S&A Supplies	Paint
	£28.00	SBC	Event Application
		Expenditure – Direct Debits	
	£17.07	HSBC	Bank charges
	£12.00	Retail Funding	Card machine fee
	£19.20	Edenred	Employment costs
	£2101.46	SBC	Business rates for the year

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Leigh Town Council Main Budget Report					2021/22				
INCOME	Budget 2020/21	Income Received	Balance	% Received	EXPENDITURE	Budget 2019/20	Expenditure	Balance	% Spent
General Reserve B/F		£ 100,447.00							
Finance & Governance Committee					Finance & Governance Committee				
Precept	£443,350.00	£ 221,608.50	£ 221,741.50	49.99%	Policy & Council Resources	£ 30,450.00	£ 10,079.30	£ 20,370.70	33.10%
Grants (re Skate Park)	£ -	£ -	£ -		Office & Council Administration	£ 43,550.00	£ 9,933.69	£ 33,616.31	22.81%
Interest	£ 700.00	£ 51.92	£ 648.08	7.42%	Strategic Plan Projects Expenditure	£ 10,000.00		£ 10,000.00	
CIL Income		£ 2,558.04			CIL Expenditure		£ 11,766.92	-£ 11,766.92	
Other Committee Income	£ 1,300.00	£ 578.57	£ 721.43	44.51%		£ 84,000.00	£ 31,779.91	£ 52,220.09	37.83%
	£445,350.00	£ 224,797.03	£ 223,111.01	50.48%					
					Staffing Committee				
					Council Staffing	£ 104,500.00	£ 43,767.87	£ 60,732.13	41.88%
Community & Culture Committee					Community & Culture Committee				
Leigh Community Centre	£ 60,000.00	£ 22,974.20	£ 37,025.80	38.29%	Leigh Community Centre	£ 54,400.00	£ 16,335.99	£ 38,064.01	30.03%
LTC Use of LCC (inc in room hire)	£ 10,000.00	£ 695.55	£ 9,304.45	6.96%	Community Centre Staffing	£ 123,000.00	£ 45,307.21	£ 77,692.79	36.84%
Allotments	£ 20,650.00	£ 425.00	£ 20,225.00	2.06%	Allotments	£ 28,700.00	£ 10,194.97	£ 18,505.03	35.52%
Community Facilities	£ 1,000.00	£ 1,432.16	-£ 432.16		Community Facilities	£ 10,650.00	£ 3,062.23	£ 7,587.77	28.75%
Health & Wellbeing Programme	£ 4,750.00	£ 1,166.00	£ 3,584.00	24.55%	Health & Wellbeing Programme	£ 33,900.00	£ 7,742.36	£ 26,157.64	22.84%
Environment Facilities & Services	£ 1,400.00	£ -	£ 1,400.00		Community Services Funding	£ 5,700.00	£ -	£ 5,700.00	0.00%
Friends of LCC	£ -	£ -	£ -		Community Partnership Programmes	£ 5,000.00	£ 2,184.50	£ 2,815.50	43.69%
					Environment Facilities & Services	£ 18,162.00	£ 5,062.00	£ 13,100.00	27.87%
Govt. Grant re COVID-19 shutdown		£ -			Committee Staffing	£ 15,000.00	£ 4,737.60	£ 10,262.40	31.58%
	£ 97,800.00	£ 26,692.91	£ 71,107.09	27.29%	Friends of LCC		£ -		
						£ 294,512.00	£ 94,626.86	£ 199,885.14	32.13%
Chairman's Charity Collection		£ 219.25			Planning, Highways & Licensing	£ 12,250.00	£ 5,188.05	£ 7,061.95	42.35%
Total Income	£543,150.00	£ 251,709.19	£ 294,218.10	46.34%	Resolved Capital Projects				
	YR end 20/21		YR end 21/22		LCC Refurbishment	£ 40,000.00	£ 3,328.60	£ 36,671.40	8.32%
Capital Reserves	£ 47,440.52		£ -		LCC Remodel	£ 3,620.00	£ -	£ 3,620.00	0.00%
Earmarked Reserves	£233,947.27								
CIL Reserve	£ 45,739.63					£ 43,620.00	£ 3,328.60	£ 40,291.40	7.63%
3rd Party monies	£ 10,035.88				Total Expenditure	£ 538,882.00	£178,691.29	£360,190.71	
					General Reserves		£173,464.90		
					Forecast General Reserve @ yr end		£100,000.00		

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