



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP | Tel: 01702 716288
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Chairman: Cllr Bernard Arscott | **Vice Chairman:** Cllr Sandra McCurdy

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 13th June 2023** commencing at **7.30 pm.**
at Leigh-on-Sea Community Centre, 71-73 Elm Road,
Leigh-on-Sea, SS9 1SP

Committee Membership

Cllrs: Murat Agdeve, Bernard Arscott, Rosemary Arscott, Mark Flewitt (Chairman), Carol Lambert, John Lloyd, Sandra McCurdy, Anne Robinson, Craig Watt (Vice Chairman)

Helen Symmons

Helen Symmons PSLCC
Town Clerk
8th June 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
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE COMMUNITY & CULTURE COMMITTEE [18TH APRIL 2023](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 5
7. C&C PROJECT DEVELOPMENT GROUP

The Chairman **RECOMMENDS** that a PDG meeting be arranged for members to be able to discuss new ideas and carry out research prior to any recommendation to C&C Committee.

LEIGH COMMUNITY CENTRE

8. FACILITIES REPORT ([Appendix 2](#)) page 6

There has been a slight delay to the replacement of the steel column to the 1st floor external landing as on commencing the work it was established that a small section of the existing north side landing beam required replacement. Having bought the acro props to undertake the column work, these were left on site. The structural engineer has attended and we await an updated cost and implementation programme.

The external decorative works to the east elevation have been completed.

9. BOOKINGS REPORT

Community Centre Invoiced Income							
Room	16/17	17/18	18/19	19/20	20/21	21/22	22/23
1	£10,709.93	£12,432.30	£13,318.87	£11,695.84	£1,538.70	£7,040.84	£9,217.43
3	£8,633.65	£9,646.15	£11,321.50	£10,345.63	£547.15	£5,841.55	£8,337.12
4	£19,996.53	£23,325.85	£25,056.79	£22,959.30	£1,731.48	£16,408.91	£24,450.18
5	£8,125.95	£6,543.40	£6,198.30	£6,734.20	£300.15	£4,667.07	£6,193.88
6	£4,608.45	£5,149.45	£4,799.26	£5,297.84	£42.00	£3,321.92	£7,611.77
7	£15,624.46	£18,176.80	£18,343.92	£16,719.26	£1,571.92	£12,071.35	£19,224.21
8	£6,925.18	£7,248.30	£8,874.02	£7,204.70	£28.00	£0.00	£3,733.75
Lower Hall	£33,779.20	£32,140.08	£35,520.54	£34,656.33	£1,722.59	£30,488.82	£29,708.70
Café Area	£363.01	£364.00	£342.00	£163.00	£0.00	£1,579.01	£1,902.28
Foyer	£1,163.61	£751.45	£235.00	£236.20	£0.00	£154.00	£422.00
Hire Income Total	£109,929.97	£115,777.78	£124,010.20	£116,012.30	£7,481.99	£81,573.47	£110,801.32
Hire Income Budget	£105,000.00	£125,000.00	£129,000.00	£131,000.00	£132,000.00	£60,000.00	£100,000.00
COVID Grant					£ 40,285.00		

10. CAFE REPORT

Café sales have been consistent for the past two months and with event catering have totalled £10,439. Bar commission from events is outstanding but once received this will show an operating surplus after all expenditure including café staff wages.

We begin to enter a quieter period for the café traditionally but Centre staff are working on ideas and activities to capitalise on increasing footfall during the Herd in the City trail.

11. ARTS GROUP REPORT

A productive first meeting was held with regard to the Mosaic project and social media posts have reached nearly 5,000. Direct contact has been made with schools and community groups and a press release submitted as well. Friends of Leigh Library Gardens are submitting a funding application to the National Lottery which will enable the mosaic to be more detailed in its design.

The closing date for submitting an element of design towards the mosaic is 30th June. The Arts Group, Friends group and local mosaic designer will then meet again.

ALLOTMENTS

12. 2023/24 WATER CHARGES

Water charges based on bills from 2022/23 and deficits/surpluses from 2021/22 have been calculated and will be as follows (previous years charge in brackets):

	FULL PLOT	HALF PLOT	STARTER PLOT
MDAS	£12.00 (£18)	£6.00 (£9)	£4.00 (£6)
LEIGH	£6.00 (£12)	£3.00 (£6)	£2.00 (£4)
MARSHALL CLOSE	N/A	£20.00 (£15)	£10 (£7.50)

The allotment administration system enables us to calculate the charges accurately year on year.

13. 2024/25 RENT CHARGES

Allotment law requires 12-month notice given to plot holders of rental increases. In 2022 Council resolved no increase for 2023/24 and based on the now known year end figures for 2022/23 that was the right decision, the allotment income having covered the expenditure. Prior to that there were annual increases of 4% which equated to £2 for a full plot, £1 for a half plot and 50p for a starter plot.

With rising costs associated with allotment expenditure it is **RECOMMENDED** that allotment rents are charged as follows in 2024/25 (2021-2023 figures in brackets):

Full plot	£66	discounted £33
Half plot	£33	discounted £17
Starter plot	£23	discounted £12

Discounts apply to those receiving state benefits and those over official state retirement age.

14. ALLOTMENTS UPDATE

Manchester Drive Allotments

Following the annual cultivation inspection, 31 cultivation notices have been sent to plot holders allowing them 6 weeks to improve their plots and show evidence that cultivation has commenced.

The required tree inspection has been undertaken by a qualified arboriculturist and we await the report. It is likely that tree works will be necessary as in previous tree inspection years.

The defibrillator is now in situ at the entrance to the allotments and registered with The Circuit.

Following consultation, the majority of tenants wished for one allotment society on the Manchester Drive site and this is now in progress by the MDAS committee.

Marshall Close

No cultivation notices were necessary on this site.

COMMUNITY FACILITIES

15. SKATE PARK

Some repair works will be required at the Skate Park in line with the external inspection results and arrangements will be made.

16. STRAND WHARF

Remedial works to a section of seating are complete. A planting scheme has been prepared and this will be actioned soon. New acrylic Leigh Town Council plaques are being investigated for the planters where the previous ones were damaged/deteriorated.

17. PADDLING POOL

No further news at present on the licence approval for dredging and further refurbishment that has been previously been resolved by Council.

HEALTH & WELLBEING PROGRAMMES

18. EVENTS **DECISION ITEM**

Coronation

All four events held within Leigh Community Centre were a great success with approximately 300 residents joining in the celebrations. The cost was fully funded from a National Lottery grant.

Herd in the City

The Community Centre will host an elephant outside and several baby elephants inside. Art exhibitions, activities and café specials are being organised to run alongside the trail.

Merchant Navy Day – Sunday 3rd September 2023

Traditionally the Council has hosted a small ceremony on Strand Wharf to acknowledge this occasion with the Chairman of Council organising the Order of Service and Chairman of C&C Committee organising refreshments for invitees. Members compile the guest list for invitees.

The Committee are requested to make a decision as to whether they wish to hold a ceremony this year and what arrangements they wish to make. There is no budget set but a decision can be made to use a portion of the Events Earmarked reserve. The cost of last year's event was £200 for catering at the Hatch and a donation to the Heritage Centre for use of the chairs.

19. COMMUNITY TRANSPORT AND SOCIAL CLUB

The new lunch club on days when there is no social club will commence 14th June. As with Social Club, attendees need to book in advance. Activities for the social club have been organised through the summer as well as some community transport trips to Hyde Hall, a pub lunch and Sea Life Centre.

20. CHILDREN'S SCHOOL HOLIDAY PROGRAMME

Half term activities were a great success with sessions of Arts and Crafts and two sessions of pet handling.

Summer activities are being arranged around the Herd in the City theme.

ENVIRONMENT FACILITIES & SERVICES

21. HANGING BASKETS

40 hanging baskets are now in situ at entry points to the Town i.e. London Road, Rectory Grove, Leigh Road and outside Leigh Community Centre.

COMMUNITY PARTNERSHIP PROGRAMMES

22. SPECIAL CONSTABLES

We await news of when SC Imbush will be allocated to the Town Council area following completion of independent training.

23. YOUTH CLUB AND YOUTH FORUM

Council resolved at its recent meeting to hold a PDG to discuss this further. The Town Clerk is making arrangements.

COMMUNITY SERVICES FUNDING

24. FIRST AID POST

On hold until the building works commence.

FINANCE

25. COMMITTEE BUDGET REPORT 2023/24 ([Appendix 3](#)) page 8

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2023/24

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
C&C 18-04-23	112. Arts Group	RESOLVED to recommend to F&G mosaic CIL project	27-05-23	Added to F&G agenda	NFA	
C&C 18-04-23	113. Allotments update	RESOLVED Bee Policy & LTC Health & Safety for Allotment Gardens	18-04-23	Website updated and copies sent to allotment societies	NFA	

[Agenda](#)



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Report 2806/HS

LEIGH COMMUNITY CENTRE FACILITIES REPORT

As all members of the C&C committee are totally new to this committee a summarising report is provided for assistance.

The Council has a 30-year lease with Southend City Council expiring 31st December 2044.

Throughout the Term, Leigh Town Council is to keep the internal and external parts of the Premises in good decorate repair. A conditions survey report was originally undertaken by Southend Council as part of the lease extension preparations and then in accordance with the lease, a dilapidations assessment undertaken in 2016 to ensure that over the life of the lease, Leigh Town Council will not breach lease covenants and identify remedies required.

Council resolved a repair programme in 2017/18 having set aside reserves over several years to cover the initial works and then an ongoing repair programme budget thereafter. As a result, there has not been pressure on the annual precept in anyone year.

Remodel works were then resolved and took place in 2020 with Landlords consent. This addressed a further section of dilapidation issues as they were addressed at the time of the works.

A summary of works undertaken since is as follows:

Repair/dilapidation works

- Immediate dilapidation works
- Dilapidation works years 1-3 (included new roof on north elevation)
- Heating system flush and thermostat renewal
- Bird Proofing
- Renewal of Lantern Light
- Replacement Lift
- Kitchen refit and remodel
- Room 1 windows replaced
- Lead pipes changed to copper
- Emergency lighting and fire alarm systems replaced
- Lighting conductor installed
- Drainage repaired
- Room 7 replacement windows
- First floor corridor replacement windows
- Replacement emergency external staircase
- Safety glass
- Entrance repaired following water damage
- New entrance doors
- Replacement of section of roofing to front of building

Remodel works

- Conversion of ground floor toilets
- Café extension
- First floor alterations
- New reception area
- Disability ramp to rear of building
- Acoustic gate
- New windows to South elevation
- Ground floor flooring replaced
- Dilapidation works years 3-5
- Basement structural repairs
- Installation of correct fire doors
- Repointing of defective areas of brickwork south elevation
- Soffits & Facias south elevation
- Redecoration of some rooms

Financials

Phase 1 repairs	Budget £307,653	Actual £295,219.47
Remodel inc	Budget £237,376	Actual £232,246.80
Phase 2 repairs to date	Budget £164,425	Actual to date £53,041.39

The medium financial plan has additional budget set aside for repairs as follows, but amounts need to be set aside continually over the term of the lease:

- 2024/25 £30,000
- 2025/26 £30,000
- 2026/27 £25,000

Phase 2 repairs/improvements outstanding/just completed

- Redecoration of East elevation inc soffits & facias £9,856 (included in actual above)
- Replacement column to 1st floor external emergency landing £5,753
- Replacement of section of beam – awaiting confirmation of cost
- Replacement of windows to East Elevation – quotes to obtain
- Replacement of windows to West Elevation – quotes to obtain
- Acoustic panelling internally – quotes being obtained
- Comfort cooling (wish list item essentially for Lower Hall)
- Repointing of defective areas of brickwork
- Front entrance ramps and steps to building
- Flooring to 1st landing and room 3 replaced
- Refurbishment of flooring in Lower Hall (sanded and re-sealed)

Future dilapidation works (as arising or scheduled) based on 2016 costs:

- Years 5-10 - £118,000 (this includes provision should a new boiler be required)
- Years 10-20 £48,600
- Years 20-30 £48,600

The Town Clerk has received details of the Government's Community Ownership Fund which Town and Parish Councils are now eligible to apply. This will be researched and an Expression of Interest submitted should we be fully eligible.

[Agenda](#)

Community & Culture Committee 13th June 2023 - Appendix 3

COMMUNITY & CULTURE COMMITTEE										
INCOME	Budget 2022/23	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2022/23	Expenditure	Balance	% Spent
Leigh Community Centre	£ 130,000.00	£ 28,167.76	£ 101,832.24	21.67%	Leigh Community Centre	£ 47,619.88	£ 66,500.00	£ 23,436.52	£ 43,063.48	35.24%
					Community Centre Staffing	£ 5,000.00	£ 146,750.00	£ 22,614.91	£ 124,135.09	15.41%
Friends of LCC		£ 32.00			Friends of LCC	£ 913.67		£ -		
Allotments	£ 20,070.00	£ 263.00	£ 19,807.00	1.31%	Allotments	£ 16,956.59	£ 31,300.00	£ 3,565.71	£ 27,734.29	11.39%
Community Facilities	£ 1,250.00	£ 108.33	£ 1,141.67	8.67%	Community Facilities	£ 26,481.27	£ 27,750.00	£ 183.72	£ 27,566.28	0.66%
Council H&WB Programmes	£ 5,000.00	£ 660.58	£ 4,339.42	13.21%	Council H&WB Programmes	£ 15,125.90	£ 21,400.00	£ 5,176.01	£ 16,223.99	24.19%
Environment Facilities & Services	£ -	£ -			Environment Facilities & Services	£ 9,869.03	£ 42,000.00	£ -	£ 42,000.00	0.00%
National lottery grant £2541 for Coronation events					Community Partnership Programmes	£ 8,500.00	£ 5,500.00	£ 855.00	£ 4,645.00	15.55%
					Community Services Funding	£ 16,084.60	£ 5,700.00	£ -	£ 5,700.00	0.00%
					Committee Staffing		£ 25,500.00	£ 1,889.68	£ 23,610.32	7.41%
TOTAL COMMITTEE INCOME	£ 156,320.00	£ 29,231.67	£ 127,088.33	18.70%	TOTAL COMMITTEE EXPENDITURE		£ 372,400.00	£ 57,721.55	£ 314,678.45	15.50%