



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 Andy Wilkins
Town Clerk: Helen Symmons *PSLCC*

MINUTES OF A MEETING COMMUNITY & CULTURE COMMITTEE
Held **online** TUESDAY 29th SEPTEMBER 2020
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: David Bowry, Anita Forde (Chairman), Paul Gilson, Damian O'Boyle, Vivien Rosier; Emma Smith, Mike Wells and Andy Wilkins

In attendance: Cllr Keith Evans (from minute 15) and Helen Symmons (Town Clerk)

The meeting opened at 7.30pm

1. CHAIRMAN'S MEETING PROTOCOL ANNOUNCEMENT

The Chairman welcomed all to the meeting and announced the online meeting protocol.

2. APOLOGIES FOR ABSENCE

Cllrs Hart and Wilkins

3. DECLARATION OF MEMBERS' INTERESTS

None Declared

4. APPROVAL OF MINUTES OF THE MEETING OF 7TH JULY 2020

The minutes of the Community & Culture Committee meeting on 7th July 2020 were **AGREED** as an accurate record of the meeting following an amendment to those present to show that Cllr Rosier had been in attendance. They will be signed by the Chairman at the next available physical meeting where this is possible.

5. PUBLIC REPRESENTATIONS

The Committee **NOTED** the Public representation. Cllr Rosier asked that maybe the network attendance could be part of the Artist in Resident role going forward but in the meantime the Committee were happy for Cllr Rosier to attend.

6. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

LEIGH COMMUNITY CENTRE

7. FACILITIES REPORT

The Committee **NOTED** the report

8. BOOKINGS REPORT

The Committee **NOTED** the report. Cllr O'Boyle spoke about the Community Centre being used as a community hub space. The Town Clerk advised that at the present time this would not be possible due to current restrictions and the current hirer bookings. He felt that this would be part of the Council's social isolation project and therefore the Town Clerk agreed for his proposal to be submitted to Council in November as part of that agenda report item. Cllr O'Boyle will provide a report.

9. LORNA & LOTTIE'S REPORT

The Committee **NOTED** the report.

10. ARTS GROUP REPORT

The Committee **NOTED** the reports. Cllr Forde suggested that maybe a year-long artist residency was not sufficient.

ALLOTMENTS

11. MAINTENANCE WORK

The Committee **NOTED** the report.

12. SOCIETIES **Agenda item 12**

The Committee **NOTED** the report. With regard to the MDAS request, the matter was discussed with the Town Clerk providing further information at the concerns raised. The Committee **RESOLVED** to deny the request as they felt the ban on bonfires should be a complete one.

COMMUNITY FACILITIES

13. SKATEPARK

The Committee **NOTED** the report.

14. STRAND WHARF

The Committee **NOTED** the report.

HEALTH & WELLBEING PROGRAMMES
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15. FESTIVE LIGHTING DISPLAY LEIGH LIBRARY GARDENS **Agenda item 15**

Cllr Evans joined the meeting

Report 2749/EF (attached to these minutes) was presented to the Committee and discussed in great detail. There was some concern regarding anti-social behaviour and numbers attending. The Town Clerk will investigate the insurance arrangement and whether the SBC mobile CCTV unit can be used and if so the cost of this. It was highlighted that the display would only work if Councillors were involved fully in the volunteer rota.

Cllr Rosier confirmed that the Friends of Leigh Library Gardens were looking at additional ideas to support the idea.

The Committee **RESOLVED** to proceed with both the displays and festoon proposal.

16. FARMERS MARKET

The Committee **NOTED** the report.

17. COMMUNITY TRANSPORT

The Committee **NOTED** the report

ENVIRONMENT FACILITIES & SERVICES
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18. HANGING BASKETS

The Town Clerk advised that a further quote had been obtained for a reduced number of hanging baskets (36) and this was quoted as £7,420.

The Committee felt that the doubling of cost for hanging baskets could not be justified in the present financial climate and following a proposal (Cllr Gilson, seconded Cllr Wells) the Committee **RESOLVED** not to proceed with town hanging baskets in 2021/22.

19. SOUTHEND BOROUGH COUNCIL TREE CONSULTATION

Cllr Bowry provided an overview of the draft policy to those Cllrs yet to read it but felt it was a very odd survey as difficult to state one opinion when so many different points under each item.

Following a proposal (Cllr Wells, seconded Cllr Forde) the Committee **RESOLVED** that Committee members would undertake the survey individually and asked that the Town Clerk advertise it on the Council's social media pages.

COMMUNITY PARTNERSHIP PROGRAMMES

20. SPECIAL CONSTABLES

The Committee **NOTED** the report.

- Town Security PDG **Agenda item 20**

The Committee **RESOLVED** to write a letter as per the report. Cllr Gilson advised that he had already sent a draft version to Cllr Forde.

21. FRIENDS OF LEIGH LIBRARY GARDENS GROUP REPORT

The Committee **NOTED** the report. Cllr Forde advised that she had emailed Youth Forum members in the Summer but had received no response. She will contact them again to ascertain if they would like a zoom forum meeting.

COMMUNITY SERVICES FUNDING

22. FIRST AID POST

The Committee **NOTED** the report.

FINANCE

23. LEIGH COMMUNITY CENTRE ACCOUNTS 2019/20

The Town Clerk provided the background to newer members as to why the accounts are produced. The Committee **NOTED** the accounts which will now be sent to Southend Borough Council.

24. COMMITTEE BUDGET REPORT 2020/21

The Committee **NOTED** the report.

25. TO CONSIDER THE COMMITTEE BUDGET 2021/22 **Agenda item 25**

The Committee discussed the budget scenario's in full and **RESOLVED** to **recommend to F&G Committee** Budget 2 but with amendments to remove the full cost of hanging baskets and amend the Leigh Lights changed event budget in line with report 2749/EF now costs were known.

Cllr Rosier asked if in future, budget matters are put at the start of the agenda but it was pointed out that there had been agenda items during the meeting relevant to finance which then affected the budget.

The meeting closed at 8.44 pm



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**REPORT 2749/EF
TUESDAY 29TH SEPTEMBER**

LEIGH LIBRARY GARDENS FESTIVE LIGHTING INSTALLMENTS

As the Town Council is unable to hold our regular festive events this year, we have obtained a quote for lighting displays in Library Gardens over the festive period. Residents will be able to wander through the gardens socially distanced and enjoy the lighting.

Proposal:



GROUND MOUNTED FEATURE – 1 - Snowman & dressed artificial Christmas trees.

- 3 No. green pine artificial Christmas trees dressed in warm white LED's.
- The figurines are selfie elements

GROUND MOUNTED FEATURE 2 – Reindeers & dressed artificial Christmas trees.

- 3D reindeers in front of 3 No. green pine artificial Christmas trees dressed in warm white LED's.

GROUND MOUNTED FEATURE 3 – Santa's post box & dressed artificial Christmas trees.

- 3 No. green pine artificial Christmas trees dressed in warm white LED's.
- The illuminated freestanding post box allows the children to post their letters to Santa.

COST: £7,255.40 (this is a hire of the lights)

FESTOON LIGHTING

- An additional quote to dress the large tree as you enter the park at St Clements Church side with 100m of Festoon lighting

COST: £3,390.50 (this is a hire of the lights)

The above schemes are subject to power supply and appropriate approvals.

In addition, a final site visit is required to confirm the prices and the quoting company have confirmed that manufacturing and shipping deadlines are tight. To secure the proposed instalment, the council will need to confirm as soon as possible. An alternative manufacturer has been secured should the decision be delayed but please be aware the elements finish and illumination may change and price adjusted to reflect this.

Security:

At dusk, obviously the walk will hopefully become popular and therefore arrangements would need to be made for volunteers to be on the two main gates to ensure a one-way system is invoked during the pandemic times. Additionally, subject to Southend Borough Council approval, arrangements will have to be made to lock the gardens at night and then re-opened in the mornings.

This will need Councillor assistance but is the perfect opportunity for Councillors to engage with the community. We propose the gates are locked at 6pm weekdays, 7pm at weekends and re-opened at 7.30 am. Volunteers will also be welcomed during these busy periods to provide a council presence and provide minimal crowd control support.

At weekends, if Council believe it may be busier and volunteers would need support, we could arrange for some security cover. We have accounted for a budget of £2,000 for this. The quote is based on minimum security as a back up to Councillor and volunteer support.

Additional Opportunities

We have heard that Friends of Library Gardens in connection with Create98 may be interested in adding to the feature by installing tree decorations and elves to find but we have not received official confirmation of this.