



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 Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson



Notice is hereby given that the next meeting of the **Leisure, Foreshore & Environment Committee** of the Leigh-on-Sea Town Council will take place on **Thursday 18th July 2013**, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. PRESENTATION BY PLAY SOUTHEND – Minute 19(i) 20th June 2013
4. DECLARATIONS OF MEMBERS' INTERESTS
5. TO APPROVE MINUTES OF THE MEETING ON 20th JUNE 2013
6. MINUTES OF THE COMMUNITY TRANSPORT SUB-COMMITTEE 11th June 2013 – (Appendix 1)
7. ITEMS FOR DISCUSSION
 - a) Old Town Community Group Minutes 8th July 2013 (Appendix 2)
 - b) Events Working Party – Report 2242/EWP-VM – 20th June 2013 (Appendix 3)
 - c) Coronation Event – Report Back
 - d) Essex Wildlife Trust – Information on Prittle Brook – (Appendix 4)
 - e) Revised Event Protocol – Report 2229A/TC-VM – (Appendix 5)
 - f) Strand Wharf - Update
 - g) Uniform and Safety Equipment for Skate Park Operative – LCCC Meeting Minute 19 – 3rd July 2013
 - h) Consider creating a Dog Control Order relating to Leigh Library Gardens
 - i) SBC Streetscape Supplementary Planning Document 3

The Chairman is aware that this is a large document and costly to print for both members and the office. Members with computers who do not wish to print it off are asked to review it on their computers and note their comments for the meeting. In the interests of economy the office will only supply a copy to those members without those facilities and who require a full copy.

http://www.southend.gov.uk/downloads/856/local_development_framework

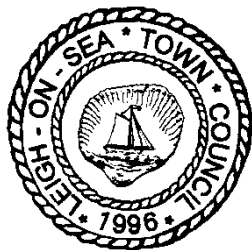
- j) Flower Baskets – to confirm previous positions and potential positions in Leigh Road, together with obtaining revised costing
- k) To Approve expenditure for repair to Skate-Park surface - £626.89 (Skate Park Maintenance Budget)

- l) Purchase of small quick set-up gazebos from the Events Equipment budget (Balance of £452)
8. BUDGET Report 2241 – 8th July 2013 – (Appendix 6)



Paul Beckerson
Town Clerk
11th July 2013

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



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MINUTES OF A MEETING OF THE COMMUNITY TRANSPORT SUB-COMMITTEE HELD
AT 10.30 AM ON TUESDAY 11th JUNE 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73
ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Donald Fraser, Margaret Cotgrove and Paul Lawrence.

Also in attendance, Mrs Ruby Frost, Mr Brian Houssart MBE and Vivien Choppen (CTO).

Meeting started 10.30am

1. APPOINTMENT OF CHAIRMAN

Cllr Donald Fraser was appointed Chairman

2. APPOINTMENT OF VICE CHAIRMAN

Cllr Margaret Cotgrove was appointed Vice-Chairman

3. APOLOGIES FOR ABSENCE

Cllr Pat Holden

4. DECLARATION OF MEMBERS' INTERESTS

None

5. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting on 20th March 2013 were agreed by the sub-Committee and signed by the Chairman.

6. CO-OPTED MEMBERS

Mrs Ruby Frost and Mr Brian Houssart MBE were appointed co-opted members of the Community Transport Sub-Committee at the Annual General Meeting on 8th May 2013

7. MEMBERSHIP UPDATE

The membership of the Community Transport Scheme currently stands at 161 members.

8. REPORT ON TRIPS TAKEN SINCE LAST MEETING:

a. **Alan Ayckbourn's A Cricket Match** at the Palace Theatre on Thursday 21st March 2013. This was a well supported event by our members, but unfortunately the play did not live up to expectations, despite being well acted.

b. **Summer Holiday** at the Cliffs Pavilion on Thursday 11th April. Whilst tickets for this show did not sell as well as expected, it proved to be a thoroughly enjoyable evening for those who attended.

9. **PROGRESS ON ARRANGEMENTS FOR FUTURE EVENTS**

- a. **Bedside Manners** on Thursday 13th June at the Palace Theatre. 14 tickets have been purchased and all are sold. Arrangements to try and reserve seats in the front two rows is intended as the Dixon Theatre poses access problems for our less mobile members.
- b. **The Mystery Tour** on Thursday 25th July 2013. Arrangements for the Mystery Tour are progressing. To date 36 members have reserved a place.
- c. **Save the Last Dance for Me** at the Cliffs Pavilion on Thursday 5th September. Tickets for this show have yet to be booked.

10. **FUTURE PROGRAMME OF EVENTS**

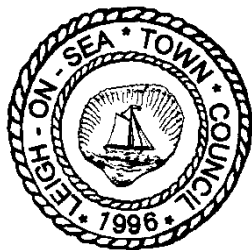
The Community Transport Officer was tasked with

- a. arranging a visit to Priory Park Museum in the last week of August and to combine this with refreshments at Morleys Garden Centre
- b. asking those who go on the Mystery Tour, and any other regular attendees, whether they would prefer an afternoon trip to Tiptree for a cream tea or go to see 'Save the Last Dance for Me' at the Cliffs Pavilion in September.

Meeting ended 11.10 am

Vivien Choppen
Community Transport Officer
18th June 2013

Next meeting Tuesday 30th July 2013 at 10.30 am



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OLD TOWN COMMUNITY GROUP Meeting 8th July 2013

Present: Cllr Carole Mulroney (Chairman), Cllr Donald Fraser, Cllr Paul Lawrence, Cllr G Crawford, Margaret Buckey, (Leigh Society), Joy Watson (St Johns Ambulance), Lynn Jones (SBC Foreshore Office), Colin Sedgwick (Mike's Boatyard) and John Morgan (Resident from 7.45pm)

In attendance: Vivien Choppen (Senior Administrator)

The meeting opened at 7.30pm

1. ELECTION OF CHAIRMAN

Cllr Carole Mulroney was duly elected Chairman.

2. ELECTION OF VICE CHAIRMAN

Nick James was duly elected Vice-Chairman.

3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and explained that John Morgan, would be joining the group later to speak on agenda item 7.

4. APOLOGIES FOR ABSENCE

Cllr Pat Holden, Cllr Richard Herbert, Nick James (Custom House), Carole Fox (PSCO), Robin Levy & Joyce Heath (The Mayflower).

5. DECLARATION OF MEMBERS' INTERESTS None

6. MINUTES OF THE MEETING OF 10th DECEMBER 2013

The minutes of the 18th February 2013 were signed as a correct record.

7. STRAND WHARF

John Morgan explained his reasons for suggesting that Victoria Wharf, rather than Strand Wharf, should be considered for development as a Town Square. His views were warmly welcomed and given full consideration. However the Group remained convinced that Strand Wharf was the site that satisfied the Council's requirements best.

8. Sustrans Cycling Proposals

The new Sustrans consultation on improvements to the cycle path, which includes the Cinder Path along the Leigh Shoreline, is at a very early stage. There were no immediate issues to consider at present.

9. VICTORIA WHARF Tables and Chairs

The Group considered the potential for increased risks to public safety, as a result of positioning tables and chairs on the crossed hatched area of the Mayflower car park. After taking into account the written comments provided by Mr Robin Levy of the Mayflower, the Group agreed that the Chairman write to SBC to object strongly to what had been agreed without consultation with the Town Council.

10. MARITIME FESTIVAL

The Maritime Festival will go ahead next year on 27 July. The festival will be broader than the former Fishing Festival and focus on the Estuary and include music, heritage talks etc.

11. FOLK FESTIVAL DE-BRIEF

Whilst an extremely successful event again this year, the following matters had been brought to the attention of members of the Group:

- The clear-up of litter on Strand Wharf was poor
- There were insufficient bins for litter
- Glasses were left along the High Street

The Chairman had written to the organisers asking them to ensure that Strand Wharf was properly cleaned in future and to approach the public houses to encourage them to use plastic glasses on event days.

It was agreed that the Chairman wrote further to the organisers asking them to organise more litter bins for the event in future.

12. REGATTA

To help avoid similar problems in September at Leigh Regatta, it was agreed that the Chairman apprise the organisers of the issues arising from the Folk Festival.

13. CCTV IN THE OLD TOWN

Lynn Jones informed the Group that the CCTV camera system had been bought with EU funds many years ago, but with no provision for the cost of ongoing maintenance. As far as she was aware the system had been reviewed by SBC with the conclusion that it was too old for repair and it would be best to throw it away and start again. Southend's current CCTV operations do not extend as far as Leigh. The Group discussed various alternative CCTV arrangements for the Old Town, including the scope of a shared system with the Public Houses. It was recognised that a balance needs to be struck between need and cost. The Chairman undertook to liaise with SBC representatives to enquire about the cost to replace the system and ways of funding the purchase, day to day operation and ongoing maintenance.

14. TELEPHONE BOX

An offer of sponsorship is under discussion.

15. CRIME AND DISORDER

Carol Fox (PCSO) had informed the Chairman prior to the meeting that there was nothing to report.

16. PLANNING APPLICATIONS

Recent Planning Applications in the Old Town area were noted. Colin Sedgwick said that it was unlikely that the Cockle Row application proposals would be implemented.

17. REVIEW OF ACTION OR PROGRESS SINCE THE LAST MEETING

Sponsorship of Shelter on the Cinderpath

There remains no appropriate interest in the Shelter.

The meeting closed at 8.55pm



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EVENTS WORKING PARTY REPORT 20 June 2013 Report 2242/ LFE V Moyse

June 2013

Present: Cllrs Carole Mulrone, Geoff Crawford, Pat Holden and Paul Lawrence

In Attendance: Vanda Moyse (Events Officer)

The meeting opened at 7.00pm

12. Coronation Event

This event was proceeding well and on track.

13. Maritime Festival and Leigh Lights

The meeting discussed the minutes of the last meeting for the Maritime Festival and Leigh Lights. It was agreed to progress forward Vanda Moyse would prepare action lists with deadlines for the working party to agree.

Geoff Crawford provided a draft letter to approach Southend Airport businesses for sponsorship or to invite them to take.

Carole Mulrone had met David Elcock to discuss issues relating to Leigh Road. It had been agreed that the Council would seek costings for an extension of the lights in Leigh Road and advise David, who would be invited to sit on the Working Party for the Lights event.

Carole had also spoken to the proprietor of the Cedar Tree who likewise interested in taking part in the Working Party.

The meeting closed at 7.35pm

From: Jane Herbert [<mailto:JaneH@essexwt.org.uk>]
Sent: 01 July 2013 16:26
To: leighcouncil@btconnect.com
Subject: Information needed on the River Crouch

Dear Leigh-on-Sea Town Council,

I am part of Essex Wildlife Trust and my role is to survey and make improvements to the river Crouch. I believe that part of the river Crouch flows through your parish and if you feel that any issues need to be highlighted or where you feel improvements need to be made, I would very much like to hear from you.

I am hoping to survey the area in the autumn once the bankside vegetation has died back and then once the surveys have been completed we will be looking at where is best to make any needed improvements, from in-channel habitat creation, improvements to backside habitats, installing fish passes, etc. If you would be interested in our survey findings and/or have any information that you think would be useful please let me know. My contact information is below.

Many Thanks

Jane Herbert BSc (Hons)
South Essex Project Officer
Mob: 07881 815991



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Essex Wildlife Trust

Tel: 01621 862960

Fax: 01621 862990

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Report 2229A/TC-VM

Model Protocol on Event Procedures

1. Background

- 1.1 This protocol is intended to assist Councillors and the Events Officer, in organising events for the Town Council and should be read in conjunction with the Officer / Councillor Protocol Report 2189.
- 1.2 The reputation and integrity of the Council is significantly influenced by the effectiveness of Councillors, the Events Officer and other staff working together to support each other's roles.
- 1.3 The aim is effective, timely, collaborative, cooperative and professional working relationships between Councillors and Officers and between all those involved in Events, from the Regulatory Bodies to event participants.

2. Councillors' Role on Events

2.1 Event Convenor

The Event Convenor is responsible for

- Calling and running Events Working Party Meetings in liaison with the Events Officer
- Annually reviewing and conducting a debriefing after an event along with the Events Working Party and considering the format of the event to keep it fresh as outlined in the Council's Risk Management Strategy.
- Allocating specific tasks through the Events Working Party as appropriate and setting up deadlines
- Keeping the Events Officer informed of all decisions/contacts and other information in a timely manner
- Initial contact with possible event participants to ascertain their interest and pass them to the Events Officer for action
- Ensuring the Events Officer has all interested parties' contact details, all forms, posters and documentation to maintain office records
- Collating and feeding back all completed actions or progress to the Events Working Party as well as informing the Events Officer as appropriate in a timely manner
- Responsible with the Events Working Party for the Event Budget.
- Ensuring deadlines for Councillor actions are adhered to

2.2 Councillors' areas of responsibility before / at events:

- To assist with poster distribution and advertising the event
- To assist with setting up on the day
- To represent the Council, network and meet and greet the public
- To assist with break down after the event
- To liaise with the Events Officer who has overall legal control of the event

3. Events Officer's Role on Events

3.1 The Events Officer is responsible for:

- Setting the timeline with actions and deadlines for the Working Party to allocate
- Dealing with all regulatory items and liaison with official bodies
- Overseeing all Health and Safety arrangements and all legal requirements
- For reporting on the Event budget
- Co-ordinating and recording all information provided by the Event Convenor
- Preparing Press Releases, posters and advertising in liaison with the Events Working Party
- Co-ordinating all invitations and post event actions
- Keeping the Event Convenor and Events Working Party informed of all decisions/contacts and other information within their purview in a timely manner
- Collating all feedback and information to ensure effective debriefing

3.2 The Events Officer's areas of responsibility at events:

- Maintaining overall control of the event and being the main point of contact for all parties
- Assuming responsibility for Health & Safety and the safe running of the event
- Assigning duties to all volunteers
- Ensuring event site is vacated at appropriate time and is left in order
- To liaise with the Event Convenor as appropriate

LFE Budget 2013/14

Heading	B/F 2012/13	Income Budget	Inc. To Date	Expenditure Budget	Spend to Date	Nett to Date	Balance	% Used
Community Transport*		4,500	1,098.50	11,437	972.14	-126.36	7,063	0.00
Flower baskets	600	0		5,500	600.00	600.00	5,500	12.24
First Aid Provision		0	0.00	1,000	412.08	412.08	588	41.21
Farmers Market*		2,040	657.00	2,264	7.12	-649.88	874	0.00
Strand Wharf	73,238	0		0	0.00	0.00	73,238	0.00
Leigh Lights*	271	3,250	170.00	19,510	271.33	101.33	16,430	0.62
Skate Park*				6,538	890.80	0.00	5,647	13.62
Paddling Pool	1,798	0		0	0.00	0.00	1,798	0.00
Grants to outside organisations		0		1,000	500.00	500.00	500	50.00
Maritime Festival		0	0.00	1,500	0.00	0.00	1,500	0.00
May Day		0	22.87	500	234.40	211.53	288	46.88
Carols on Strand Wharf		0	0.00	200	0.00	0.00	200	0.00
Easter Event		200	212.31	1,050	800.00	587.69	262	76.19
Coronation Event**	600			0	104.17	104.17	496	-17.36
Good for Leigh			0.00	400	0.00	0.00	400	0.00
Events Equipment**	700			400	2.99	2.99	1,097	-1.00
Town Guide				400			400	
Community initiatives and recreational facilities				400	0.00	0.00	400	0.00
Staff costs				11,774	4,373.60	4373.60	7,400	37.15
Totals	77,207	9,990	2,160.68	63,873	9,168.63	7,007.95	124,082	-68.76
Nett cost				53,883	4,795.03			

* see separate budgets below

**Various

1,300

5,650 Various

1,406.38**124,082** 116,682

**LFE Community Transport Budget
2013/14**

Community Transport	B/F 2012/13	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Spent
Staff costs				5127	758.14		4,368.86	14.79
Ticket sales		4500	1,098.50		0.00		3,401.50	24.41
Trip costs				3900	154.00		3,746.00	3.95
Minibus hire				1300	0.00		1,300.00	0.00
CRB checks				200	0.00		200.00	0.00
Petrol & Misc.				280	0.00		280.00	0.00
Refreshments				150	0.00		150.00	0.00
CTA membership				270	0.00		270.00	0.00
Midas Training				210	60.00		150.00	28.57
Totals		4500	1098.5	11437	972.14		7,063.36	
Nett cost				6937	Actual	-126.36		-1.82

LFE Farmers Market Budget 2013/14

Farmers Market	B/F 2012/13	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Used
Stall hire		2040	657.00		0.00		1,383.00	32.21
Hall Hire				1884	0.00		1,884.00	0.00
Leaflet				380	0.00		380.00	0.00
Farmers Market Pay				0	0.00		0.00	
Miscellaneous				0	7.12		-7.12	
Banners				0	0.00		0.00	
Totals		2040	657	2264	7.12	-649.88	873.88	
Nett cost				224				

Skate Park Budget 2013/14

Skate Park	B/F 2012/13			Budget Expenditure	Spend to Date		Balance	% Spent
Rent				50	0.00		50.00	0.00
Cleaning				850	183.56		666.44	21.60
Electricity				450	39.36		410.64	8.75
Miscellaneous				110	68.29		41.71	62.08
Grass Cutting				760	0.00		760.00	0.00
Skate Park Pay				3318	599.59		2,718.41	18.07
Skate Park Maintenance				1000	0.00		1,000.00	0.00
Totals				6538	890.80		5,647.20	13.62

LFE Leigh Lights Budget 2013/14

Leigh Lights **	B/F 2012/13	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Used
Column testing				800	0.00		800	0.00
Installation and removal				6500	0.00		6,500	0.00
Storage				2000	0.00		2,000	0.00
Replacement bulbs				1100	0.00		1,100	0.00
Electricity	271.33			300	271.33		300	90.44
Traders contributions		2000	170.00		0.00		-1,830	8.50
Switch-on security				2000	0.00		2,000	0.00
Entertainers				1000	0.00		1,000	0.00
Road closures, licences etc.				2610	0.00		2,610	0.00
Charges to stalls, fairs, collections		1250	0.00	700	0.00	0	0	
Capital Renewals				1000	0.00		1,000	0.00
Support columns - erect and remove / Storage				1500	0.00		1,500	0.00
Totals	271.33	3250	170.00	19510	271.33	101	16,430	0.62
Nett cost				16260				