



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 Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

Notice is hereby given that a meeting of the **Environment and Leisure Committee** of the Leigh-on-Sea Town Council will take place on **Tuesday 16th August 2016**, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE

Cllrs Morgan and C Mulroney have already given apologies for non-attendance.
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE MEETINGS ON 21ST JUNE 2016
5. MINUTES OF COMMUNITY TRANSPORT TASK & FINISH GROUP MEETING 12TH JULY 2016 (Appendix 1)
6. PUBLIC REPRESENTATIONS

EVENTS

7. EVENT REPORT – **FOR NOTING**

LEIGH MARITIME FESTIVAL

Planning and organisation is complete for this event which will be taking place Sunday 21st August. A mock table top emergency planning meeting was arranged by SBC with all those holding events in the Old Town during the year invited to attend. Five Councillors have volunteered to assist on the day with four others from the volunteer programme.

LEIGH LIGHTS

The first internal Safety Advisory Meeting has been held and planning has commenced. The structural analysis of the columns has taken place and certified for a further 30 months.

ALLOTMENTS

8. REPORT OF ALLOTMENTS ASSOCIATION LIASION GROUP 6TH JULY 2016 – (Appendix 2)
FOR NOTING
9. ANNUAL SERVICE AGREEMENT REVIEW

This was considered at the AALG meeting 6th July and all Associations are content with the present arrangement. It is **RECOMMENDED** that the Committee next review this July 2018.

REFERRALS FROM OTHER COMMITTEES

10. E&L ACTION PLAN (Appendix 3)

It is **RECOMMENDED** that the Committee review the plan prior to presentation at full Council.

OTHER E & L MATTERS

11. ENVIRONMENT & LEISURE BUDGET 2015/16 – As at 8th August 2016 (Appendix 4)

12. OTCG REVIEW

A letter and questionnaire were sent to every resident, business and association connected with the Old Town, hand delivered and emailed. Replies were received from two residents (plus two living in Uttons Avenue), one business and one organisation (response rate 10%).

All the residents said they did not know the OTCG existed (although Agendas and Minutes from each meeting have been hand delivered every time). All six replies said they thought meetings should be held although only 3 opted for quarterly, one felt twice a year suitable, another thought once a year before the summer season would be appropriate and the final one had no opinion. All general comments on the forms related to SBC matters.

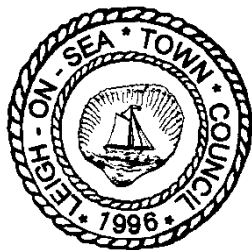
The Acting Town Clerk has been actively involved with SBC recently in assisting with matters raised in the Old Town and will continue to do so. It has also been established that there is a dedicated social media page for residents and a neighbourhood watch programme has also recently been set up. Additionally, it has been noticed that other resident/community groups have established social media and most issues raised are SBC related matters.

It is **RECOMMENDED** that the Committee only hold a relevant Community Group meeting when appropriate for specific matters but that once a year try to correlate with other event groups the dates of events and if any road closures may be implemented, so that a letter can be delivered in March providing advance warning.



Helen Symmons
Acting Town Clerk
11th August 2016

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 TASK AND FINISH GROUP HELD AT 11.00 AM ON TUESDAY 12th JULY 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllr Donald Fraser
Also in attendance Vivien Choppen (CTO), Pat Holden, Pat Greig and Paul Lawrence.

Meeting started 11.00am

1. APPOINTMENT OF CHAIRMAN

Cllr Donald Fraser was appointed Chairman

2. APPOINTMENT OF VICE CHAIRMAN

Pat Holden was appointed vice-Chairman

3. APOLOGIES FOR ABSENCE

Apologies were received from Margaret Cotgrove.

Whilst Jan Andrews could no longer attend meetings and had informed the CTO of her resignation from the Group, she had said she was willing to continue to be a helper on the trips. The Group expressed their grateful appreciation for her contribution over the last couple of years.

4. DECLARATION OF MEMBERS' INTERESTS

None

5. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting on 19th April 2016 were agreed by the group and signed by the chairman.

6. MEMBERSHIP UPDATE

The membership of the Community Transport Scheme has decreased to 164 members.

7. REPORT ON TRIPS TAKEN SINCE LAST MEETING

- a. Made in Dagenham at the Palace Theatre on 5th May. Feedback received was that this was a brilliant, fast moving show. 12 members and 2 helpers attended.
- b. Red Priest Concert at the Plaza Centre on 17th June. Members reported that it was a remarkable concert, with very talented musicians, who played a variety of wood-wind instruments. 9 members and 2 helpers attended.

- c. Tour of Ingatestone Hall with tea and coffee on arrival and Ploughman's Lunch on 7th July. Five members phoned the office to say how much they enjoyed the tour of the house, the beautiful gardens and how well they were looked after by very helpful and friendly staff. The only problem they encountered was the amount of standing during the tour of the house and they would have appreciated some seating. 20 members and 4 helpers attended.

8. PROGRESS ON ARRANGEMENTS FOR FUTURE EVENTS

- a. 19 members are booked to go to the Hyde Hall Flower Show on 4th August. Two minibuses are booked with Wyvern Community Transport. The group recognised that it was not ideal to use the minibus based in Hockley and the CTO undertook to avoid booking this one in future. The CTO undertook to obtain mobile numbers of all those going on the trip, so that everyone was contactable at the end of the visit, should they not meet up at the prearranged collection point.

9. FUTURE PROGRAMME OF EVENTS

The Community Transport Officer was asked to organise:

- a. A trip to Priory Park Bandstand to see the Daisy Bowlers on Saturday 24th September
- b. A trip to the Palace Theatre to see Jekyll and Hyde on Thursday 13th October

The Community Transport Officer was asked to seek interest, via the next letter to members, in the following events:

- Mammy the Story of Al Jolson at the Towngate Theatre Basildon on 14th September
- A visit to the Kelvedon Hatch Secret Nuclear Bunker (near Brentwood)
- Film Screening of the Royal Ballet the Nutcracker at Southend Odeon on 8 December
- A Christmas Shopping Trip to Alton Gardens Centre in late November early December

Meeting ended 12.10 pm

Vivien Choppen
Community Transport Officer
13th July 2016

Next meeting Tuesday 5th July 2016 at the later start time of 11.00 am



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Report 2602/AC

ALLOTMENT ASSOCIATIONS LIASON GROUP 6th July 2016

Present: Cllr Carole Mulroney (Chairman), Allotment Representatives, Alan Ashdown (LOSALGA), Ashley Hitchcock and Tony Wilson (MDAS), Phill Major (MCAA), David Hammond (Leigh Allotments Orchard Group) and Ron Bates, Helen Symmons (Acting Town Clerk), Abbie Cotterell (Junior Administrator).

Apologies: Cllrs Jill Adair, Valerie Morgan, Helen Robertson and Vivien Rosier

The meeting opened at 2.04pm

1. Water troughs for disabled plot holders - One allotment holder from MDAS would like a water trough and one other plot holder from Leigh site has requested one.
2. Braziers – Agenda report noted. Allotment representatives to remind plot holders of factors when using braziers. Acting Town Clerk to monitor.
3. Storage Container – No update at present
4. Allotment Rent – Agenda report noted.
5. Weed killer – MDAS representatives will raise matter at their committee meeting tomorrow. No rule on weed killer will be added to the tenancy agreement; it will be down to the allotment representatives to advise plot holders that other methods are available.
6. Annual Service Agreements – No changes required
7. Orchard Report – the report was noted
8. MDAS would like the addition of a bee hive in their wildlife area and have sought advice. They will keep us up updated.

Car park drainage is being reviewed.
9. Marshall Close have their first social event this weekend.
10. Complaint received from neighbouring resident regarding grass cutting noise was discussed.

The meeting closed at 2.31pm

Strategic Aim	Objective	Action	Timescale	Budget	Review
<p>Take part in an open dialogue with the community to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the town council</p>	<p>To engage proactively with the community by gathering feedback on council activities and events in order to respond positively and tailor and/or initiate subsequent events more closely to that feedback</p>	<p>Continue with, and review, relevant PDGs and community forums (events, tourism, community transport)</p> <p>Consider the need for other community forums</p> <p>Allotments – quarterly meetings between Allotment Forum and LTC officer</p>	<p>On-going</p>	<p>Overall E&L budget</p>	<p>Annual (first E&L meeting of each council year)</p>
<p>Provide high standard, value for money services to help to meet the needs and wishes of the community.</p>	<p>To work collaboratively with the LCC staff to monitor objectives, budget and expenditure in the light of feedback</p>	<p>LCC staff to report to E&L meetings on response to feedback on events/activities and to offer recommendations for consideration.</p> <p>Leigh Lights - continue with refurbishment of lights, introduce max 10 new pieces, renew 3 year installation and storage contract</p> <p>Community transport scheme – to continue to offer trips to the elderly and/or disabled residents within LTC boundary. Advertise in LTC Newsletter to encourage</p>	<p>On-going</p>	<p>Overall E&L budget</p>	<p>Annual overall review of objective + specific reviews of each event/activity at E&L meetings throughout the year</p>

		participation from other residents.			
Assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents.	To initiate and strengthen communication and relationships with voluntary, statutory and commercial organisations (for example, 'mums and toddler groups', schools, churches, etc) to encourage collaborative engagement in town events	Advertising on community website, council newsletter (2xyear) Articles in LTC Newsletter to highlight events/activities targeted at specific groups (either as reports on what has happened or to raise awareness of activities at LCC) + invitation for any other groups to contact LCC Application process for grant funds and request article for newsletter	Approx 2 months prior to newsletter release in Dec/June	Overall E&L budget	E&L committee to scrutinise website 2 x per year E&L committee to review content of LTC Newsletter 2 x per year to ensure a wide range of activities/groups is included E&L committee to scrutinise applications as they come in and evaluate outcomes
Promote the best interests of the town for the benefit of the local community.	To ensure that LTC events and activities are effectively and widely publicised for the benefit of the town and the community	Providing a platform for local groups at town events – circulate information of events to groups using LCC and provide information to local press on up-coming events with an invitation to other local groups to contact LCC for further information. Farmers' Market – to		Community initiatives budget/good for Leigh budget	E&L committee to monitor groups attending events with the support of LCC staff

		<p>continue with monthly markets and to consider ways of encouraging better trader participation and an increase in customers</p> <p>Heritage assets group – to continue 2015-16 action plan and report to E&L meetings (regular agenda item)</p> <p>Tourism PDG – to create action plan for 2016-20 and report to E&L meetings (regular agenda item)</p> <p>Town councillors to be seen as ambassadors – attending events, writing articles for LTC Newsletter, etc.</p>			
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Leigh on Sea Town Council Action Plan 2016 – 2020

Committee.....

Outline actions agreed May 2016

Enhance action plan agreed August 2016

Quarterly reviews and feedback due November 2016 and February 2017

Chair.....

Date.....

ENVIRONMENT AND LEISURE DETAILED BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Community Transport	£ 3,200.00	£ 1,134.00	£ 2,066.00	35.44%	Community Transport		£ 8,307.00	£ 2,377.87	£ 5,929.13	28.62%
Farmers' Market	£ 2,002.00	£ 620.00	£ 1,382.00	30.97%	Farmers' Market		£ 1,550.00	£ 368.38	£ 1,181.62	23.77%
								£ 80.30	-£ 80.30	
Leigh Lights	£ 2,000.00	£ 40.00	£ 1,960.00	2.00%	Leigh Lights	£ 9,052.00	£ 30,455.00	£ 3,932.52	£ 35,574.48	9.95%
Allotments	£ 11,713.00	£ 449.50	£ 11,263.50		Paddling Pool*	£ 1,659.70	£ -	£ -	£ 1,659.70	0.00%
					Allotments	£ 7,642.21	£ 17,537.00	£ 6,813.06	£ 18,366.15	27.06%
General Events	£ 450.00	£ 165.00	£ 285.00		General Services*	£ 7,000.00	£ 9,200.00	£ 43.13	£ 16,156.87	0.27%
					General Events*	£ 1,728.30	£ 8,800.00	£ 1,701.20	£ 8,827.10	16.16%
					Staffing Costs		£ 14,193.00	£ 7,497.66	£ 6,695.34	52.83%
TOTAL INCOME	£ 19,365.00	£ 2,408.50	£ 16,956.50	12.44%	TOTAL EXPENDITURE	£ 27,082.21	£ 90,042.00	£ 22,814.12	£ 94,310.09	19.48%
General Services					General Events					
Flower Baskets	£ 6,600.00	£ -	£ 6,600.00	0.00%	Maritime Festival		£ 3,750.00	£ 680.42	£ 3,069.58	18.14%
First Aid Provision	£ 1,100.00	£ 43.13	£ 1,056.87	3.92%	90 for 90		£ 500.00	£ 310.03	£ 189.97	62.01%
		£ -	£ -		Carols on Strand Wharf		£ 1,000.00	£ -	£ 1,000.00	0.00%
Good for Leigh	£ 500.00		£ 500.00	0.00%	Spring Spectacular		£ 1,250.00	£ -	£ 1,250.00	0.00%
Community Facilities	£ 1,000.00	£ -	£ 1,000.00	0.00%	Other Events		£ 1,500.00	£ -	£ 1,500.00	0.00%
					Events Equipment		£ 500.00	£ 411.50	£ 88.50	82.30%
					LCC Room Hire		£ 300.00	£ 299.25	£ 0.75	99.75%
	£ 9,200.00	£ 43.13	£ 9,156.87	0.47%		£ -	£ 8,800.00	£ 1,701.20	£ 7,098.80	19.33%

ALLOTMENTS DETAILED BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Manchester Drive Rent	£ 6,700.00	£ 26.00	£ 6,674.00	0.39%	Maintenance Costs	£ 1,120.19	£ 2,000.00	£ 23.70	£ 3,096.49	0.76%
Leigh Site Rent	£ 2,964.00	£ 13.00	£ 2,951.00	0.44%	Protective Clothing			£ -	£ -	
Marshall Close Rent	£ 399.00	£ 17.50	£ 381.50	4.39%	Waste Clearance		£ 750.00	£ -	£ 750.00	
Manchester Drive Water	£ 1,159.00	£ 3.00	£ 1,156.00	0.26%	ASA Leigh Site		£ 1,600.00	£ 800.00	£ 800.00	50.00%
Leigh Water	£ 433.00	£ 3.00	£ 430.00	0.69%	ASA Manchester Drive		£ 3,000.00	£ 1,500.00	£ 1,500.00	50.00%
Marshall Close Water	£ 58.00	£ 2.00	£ 56.00	3.45%	ASA Marshall Close		£ 500.00	£ 250.00	£ 250.00	50.00%
Keys		£ 35.00	-£ 35.00		Capital Expenditure	£ 3,876.73	£ 1,250.00	£ 116.58	£ 5,010.15	2.27%
Tenancy Deposits		£ 350.00	-£ 350.00		Affiliations		£ 60.00	£ -	£ 60.00	0.00%
Other Income		£ -	£ -		Water Rates		£ 2,500.00	£ 1,130.24	£ 1,369.76	45.21%
					Keys & Refunds			£ 15.00	-£ 15.00	
					Tenancy Deposits			£ 65.00	-£ 65.00	
					MDAS Commission		£ 1,000.00		£ 1,000.00	0.00%
					Staff Costs		£ 4,877.00	£ 2,912.54	£ 1,964.46	59.72%
TOTAL INCOME	£ 11,713.00	£ 449.50	£ 11,263.50	3.84%	TOTAL EXPENDITURE	£ 4,996.92	£ 17,537.00	£ 6,813.06	£ 15,720.86	30.23%

FARMERS' MARKET DETAILED BUDGET					2016/17				
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Budget 2016/17	Expenditure	Balance	% Spent
Stall Hire	£ 2,002.00	£ 620.00	£ 1,382.00	30.97%	Hall Hire	£ 800.00	£ 360.00	£ 440.00	45.00%
					Leaflets	£ 500.00	£ -	£ 500.00	0.00%
					Banners	£ 200.00	£ -	£ 200.00	0.00%
					Miscellaneous	£ 50.00	£ 8.38	£ 41.62	16.76%
TOTAL INCOME	£ 2,002.00	£ 620.00	£ 1,382.00	30.97%	TOTAL EXPENDITURE	£ 1,550.00	£ 368.38	£ 1,181.62	23.77%

COMMUNITY TRANSPORT DETAILED BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Ticket Sales	£ 3,200.00	£ 1,134.00	£ 2,066.00	35.44%	Ticket Purchases		£ 1,400.00	£ 378.00	£ 1,022.00	27.00%
					Travel Costs		£ 750.00	£ 225.00	£ 525.00	30.00%
					Driver Costs		£ 260.00	£ -	£ 260.00	0.00%
					Refreshments		£ 1,200.00	£ 333.60	£ 866.40	27.80%
					CTA Membership		£ 270.00	£ -	£ 270.00	0.00%
					Miscellaneous		£ 50.00	£ 8.66	£ 41.34	17.32%
					Staffing Costs		£ 4,377.00	£ 1,432.61	£ 2,944.39	32.73%
TOTAL INCOME	£ 3,200.00	£ 1,134.00	£ 2,066.00	35.44%	TOTAL EXPENDITURE	£ -	£ 8,307.00	£ 2,377.87	£ 5,929.13	28.62%

LEIGH LIGHTS DETAILED BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Traders Contribution	£ 1,600.00	£ 40.00	£ 1,560.00	2.50%	Column Testing 1/3	£ 1,450.00	£ 1,450.00	£ 3,500.00	-£ 600.00	120.69%
Stall Fees	£ 400.00	£ -	£ 400.00	0.00%	Instalation Removal & Storage	£ 700.00	£ 9,500.00	£ -	£ 9,500.00	0.00%
Sponsorship					Electricity		£ 330.00	£ -	£ 330.00	0.00%
					Repairs & Renewals		£ 1,100.00	£ -	£ 1,100.00	0.00%
					Security		£ 3,500.00	£ -	£ 3,500.00	0.00%
					Entertainment		£ 1,000.00	£ -	£ 1,000.00	0.00%
					Road Closures & Licences	£ 3,806.00	£ 6,000.00	£ -	£ 6,000.00	0.00%
					First Aid, Cleansing & Banners		£ 775.00	£ -	£ 775.00	0.00%
					Capital Renewals	£ 1,929.00	£ 5,000.00	£ -	£ 5,000.00	0.00%
					Support Columns - Erect & Remove	£ 1,167.00	£ 1,800.00	£ 432.52	£ 1,367.48	24.03%
					Miscellaneous			£ -		
TOTAL INCOME	£ 2,000.00	£ 40.00	£ 1,960.00	2.00%	TOTAL EXPENDITURE	£ 9,052.00	£ 30,455.00	£ 3,932.52	£ 27,972.48	12.91%