

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 Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

Members are requested to attend a meeting of the
ENVIRONMENT & LEISURE COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday 16th April 2019** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea
commencing at **7.30 pm**.

Committee Membership

Cllrs: *Jill Adair, Keith Evans, Anita Forde, Jill Healey, Fr.Clive Hillman, Valerie Morgan (Chairman), Carole Mulrone, Declan Mulrone and Caroline Parker.*

AGENDA

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE [19th February 2019](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) Page 4

EVENTS

7. MERCHANT NAVY DAY – DECISION ITEM

The Committee is asked to consider whether Council wish to fly the Red Ensign on the Strand Wharf flagpole again on Tuesday 3rd September and if it wants the Council to promote this in any other way.

The Red Ensign is the official flag of the British Merchant Navy and those men and women on whom we depend to keep our island nation supplied with food, fuel and other imports.

Last year, the Council invited local dignitaries and fishermen to a small flag raising ceremony on Strand Wharf at 11am. The Chairman invited the minister of Leigh Road Baptist Church to say a short prayer and guests were invited for tea afterwards.

ALLOTMENTS

8. ALLOTMENT ASSOCIATIONS LIAISON GROUP MEETING ([Appendix 2](#)) Page 5
9. ALLOTMENT SHED – **DECISION ITEM**

The Facilities Manager reports that the shed is now in a dilapidated state. No equipment belonging to Leigh Town Council is stored within the shed and the Council presently pay a premium for insurance.

RECOMMENDED for quotations to remove the shed professionally, as it has an asbestos roof. At this stage, it is not considered necessary to replace the shed. Those with items in the shed will be asked to remove them.

COMMUNITY TRANSPORT TRIPS SCHEME

10. ADMINISTRATION REPORT BY MARKETING AND PROFILE OFFICER ([Appendix 3](#)) Page 6 – **DECISION ITEM**

There is a recommendation within the report for the Committee to consider.

FARMERS' MARKET

11. ADMINISTRATION REPORT BY ASSISTANT PROPER OFFICER

We have had a few long-term stall holders give up at the beginning of the year, so we are still looking to fill the gaps with regular stalls. We have had a lot of interest from new stalls wishing to attend later in the year, but little interest in the upcoming market.

Dr Bike attended March's market and provided free cycle maintenance. They had a positive response from the public and will be attending the April market as well. Southend Borough Council Forward Motion team also attended and had a stall in the foyer area.

OTHER E & L MATTERS

12. CHRISTMAS LIGHTING INFRASTRUCTURE – COLUMN TESTING – **DECISION ITEM**

Column testing is now undertaken in two batches due to the new columns installed in Rectory Road last year and the new lighting structure in London Road. These columns were tested last year but now the main 3-year column testing procedure for the other 55 columns that have Christmas lighting installed needs to be undertaken. A quotation has been received from the company used since 2013 and who are approved by Southend Borough Council. There is no increase in cost from the previous 3-year test and the testing is of a detailed standard. The cost is budgeted for over a 3-year period, reflected in the Earmarked Reserves. Testing takes 2 days.

RECOMMENDED that the Committee accept the quotation of £3,500 + VAT with an appropriate movement of Earmarked reserves at the end of the year to cover the full cost.

13. LITTER LESS LEIGH

The next confirmed meeting date will be published on the Council's website as soon as advised.

14. FRIENDS OF LEIGH LIBRARY GARDENS WORKING GROUP – **DECISION ITEM**

It is **RECOMMENDED** that a Friends of Library Gardens Working Group be formed with the ability to co-opt those external volunteers wishing to contribute.

The next confirmed meeting dates of the 'Friends of Library Gardens' will be held on the following dates, 10.00 – 11.30am:

13th and 18th April
2nd, 11th and 23rd May
1st, 15th and 27th June

FINANCIAL

15. COMMITTEE BUDGET REPORT 2018/19 ([Appendix 4](#)) Page 7

CONFIDENTIAL

16. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

RECOMMENDED that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d) other special reason

17. ALLOTMENTS DISPUTE WORKING PARTY RECOMMENDATION – Confidential Appendix 1 – **DECISION ITEM**

Following receipt of a complaint from one plot holder to another, the Allotments Dispute Working Party has met on two occasions in connection with the matter. The **RECOMMENDATION** of the Working Party is presented to the Committee for a decision to be made.

18. UNAUTHORISED BONFIRE OF ALLOTMENT TENANT – Confidential Appendix 2 – **DECISION ITEM**

Following receipt of a complaint about a bonfire on the Manchester Drive allotment site, the Facilities Manager visited and witnessed an unauthorised bonfire on the site. As this was a significant breach of the tenancy agreement, the Town Clerk terminated the tenancy. The plot holder has submitted various correspondence requesting the matter be re-considered. The Town Clerk therefore presents this to the Committee for review and its decision.

Helen Symmons

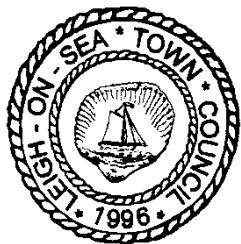
Helen Symmons
Town Clerk
11th April 2018

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

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

Committee	Minute No. and Subject	Action Required	RO	Completion status	Completion Date	Outcome	Forward Action Required
E&L 19-02-19	84. Event Report	RESOLVED Community Day 9 th June Youth Market 14 th July Leigh Lights 29 th Nov Carols SW 14 th Dec	Office	Planning Commenced For all events			
E&L 19-02-19	85. Bonfire Dates	RESOLVED 27 th /28 th April 2 nd /3 rd November		Completed	20-02-19	Notices displayed and Societies advised	NFA
E&L 19-02-19	86. Allotment Non-residents Levy	RESOLVED to recommend to Council £20 levy w.e.f. September 2020		Completed	19-03-19	Added to Council Agenda	NFA under this minute
E&L 19-02-19	93. Underspend to Earmark as a reserve	RESOLVED as per recommendation to P&R Committee		Completed	05-03-19	Added to P&R Agenda	NFA under this minute
E&L 19-02-19	95. LOSALGA representing the Leigh Site	RESOLVED investigation concluded, not to involve Council in LOSALGA operation, help reform committee but monitor and terminate if aims of ASA breached or Permission to Use agreement		Completed	14-03-19	All plot holders advised by letter of steps to take EO AGM held	NFA under this minute, Town Clerk will monitor

[Agenda](#)



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ALLOTMENT ASSOCIATIONS LIASON GROUP 2nd April 2019

Present: Cllrs Valerie Morgan (Chairman), Carole Mulromey. Allotment Representatives, Ashley Hitchcock and Sheila Brazier (MDAS), Phill Major (MCAA) Lesley Salmon (LOSALGA), Ron Bates and David Hammond.

Also Present: Helen Symmons (Town Clerk), Abbie Cotterell (Assistant Proper Officer) and Graham Davison (Facilities Manager)

1. The Chairman welcomed all to the meeting and all those attending introduced themselves for the purpose of the LOSALGA representative in attendance.
2. The new LOSALGA Committee is working well and is currently looking at previous minutes and paperwork. A large number of plot holders have been working their plots already. The composting toilet is still closed, but will need minimum work to get it back up and running.
3. Significant discussion took place with the Town Clerk informing as to the reasons the levy had been considered. Both MDAS & LOSALGA expressed their disappointment in the levy, however it was noted that a non-resident allotment levy of £20 will be applied from September 2020 as agreed by Council (19th March 2019 - Minute 111 d).
4. There was no update to be provided and Essex Wildlife Trust have not undertaken a survey on the hedgerows. This matter is closed.
5. It was noted that the fitting of the new water tanks would be starting on 3rd April 2019.
6. A plot holder on Manchester Drive has had their tenancy terminated due to a smoking bonfire that was not extinguished in a timely manner, however they have appealed and this will be considered in confidential session at the next E&L meeting. The Council have received various complaints, with video evidence submitted of many unauthorised bonfires but it is difficult to ascertain the exact plots. Braziers are allowed on the site, but are not permitted to smoke. The Town Clerk asked all societies to stress the importance of adhering to the bonfire rules as per the Tenancy Agreement. Anyone found to be in breach of their tenancy is likely to receive a termination notice.
7. MDAS advised 25 plot numbers were made and sold to plot holders at the open day. There are still some plots without a number, but these people are being contacted. LOSALGA will look into plot numbering.
8. MDAS have reported to Southend Borough Council that rubbish is being thrown over the North Access Road.
9. The boundary fence on Marshall Close is damaged. The Committee will speak to the residents and hopefully solve this matter.
10. MDAS have recently found 2 dead foxes on the site, but was unsure on the cause of death. Rat poison is not permitted on the site.

DATE OF NEXT MEETING: 2nd July 2019



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COMMUNITY TRANSPORT SCHEME

The Community Transport Scheme is still low on drivers. We have one volunteer completing the MiDAS training in April. The second volunteer we had lined up has now decided he cannot commit to it. We had an additional person enquire about being a driver but as they are over 70, it would cost too much to get the D1 entitlement back on their licence.

Cllr Keith Evans has expressed an interest in being a driver, but cannot complete the training until the October course.

An article went out in the Council News magazine about becoming a volunteer driver and it is advertised on the SAVS website. A press release will be sent out appealing for further volunteers.

A letter has been sent for a trip on Thursday 9th May to see 'All Shook Up' at the Palace Theatre. There will be 14 tickets available.

A letter was sent to all members in early February to ask them to notify us if they still wanted to be a member of the scheme. We have had responses from around 40 who wished to remain on the list, and approx. 12 members who have asked to be removed.

We have received many enquiries from those who reside just outside the Town Council boundary interested in joining the scheme. Leigh Town Council subsidise this service for residents who pay an annual precept and therefore it would be unfair to permit non-residents without considering an additional trip charge and reviewing each non-resident application with regard to distance parameters (something the Officers can have delegated authority to decide). It is **RECOMMENDED** that the Committee consider whether they wish to consider extending the scheme in some way to non-residents of the parish.

SOCIAL CLUB

The addition of planned activities seems to have gone down well for the Social Club, and so far, we have had 17 attend in February and 15 attend in March. Flyers with all information have been sent to the local churches and doctors' surgeries to advertise. We also were featured in the Echo with a double page spread with some great pictures of Bob's Barber Shop Boys' performance.

We have also had several people come forward offering their services to run activities for the Social Club, so we have a bank of names now building up for next year's activities.

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ENVIRONMENT AND LEISURE DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Community Transport	£ 2,500.00	£ 1,982.29	£ 517.71	79.29%	Community Transport		£ 6,866.00	£ 5,361.89	£ 1,504.11	78.09%
Farmers' Market	£ 2,500.00	£ 2,747.00	-£ 247.00	109.88%	Farmers' Market		£ 5,067.00	£ 4,053.12	£ 1,013.88	79.99%
Leigh Lights	£ 2,750.00	£ 2,453.33	£ 296.67	89.21%	Leigh Lights	£ 10,159.00	£ 36,970.00	£ 36,378.02	£ 10,750.98	77.19%
Allotments	£ 13,085.00	£ 15,298.10	-£ 2,213.10	116.91%	Allotments	£ 8,876.92	£ 21,857.00	£ 23,873.18	£ 6,860.74	77.68%
General Events	£ 400.00	£ 2,173.86	-£ 1,773.86	543.47%	General Services*	£ 5,900.00	£ 7,150.00	£ 7,075.94	£ 5,974.06	54.22%
Loaned Equipment	£ 50.00	£ 40.00	£ 10.00	80.00%	General Events*	£ 6,086.30	£ 5,750.00	£ 6,108.56	£ 5,727.74	51.61%
					Staffing Costs		£ 12,260.00	£ 10,079.27	£ 2,180.73	82.21%
TOTAL INCOME	£ 21,285.00	£ 24,694.58	-£ 3,409.58	116.02%	TOTAL EXPENDITURE	£ 31,022.22	£ 95,920.00	£ 92,929.98	£ 34,012.24	73.21%
General Services					General Events					
Flower Baskets	£ 5,650.00	£ 5,649.90	£ 0.10	100.00%	Summer Season Strand Wharf		£ 2,250.00	£ 2,073.00	£ 177.00	92.13%
First Aid Provision	£ 1,000.00	£ 996.67	£ 3.33	99.67%	Community Day		£ 500.00	£ 400.25	£ 99.75	80.05%
		£ -	£ -		Carols on Strand Wharf		£ 1,000.00	£ 807.29	£ 192.71	80.73%
Good for Leigh	£ 500.00	£ 429.37	£ 70.63	85.87%	Easter Programme		£ 1,000.00	£ 1,096.00	-£ 96.00	109.60%
Community Facilities	£ -	£ -	£ -		Other Events*		£ 250.00	£ 1,387.19	-£ 1,137.19	554.88%
Moved to P&R re Youth Group					Youth Market		£ 250.00	£ 171.99		
					Events Equipment		£ 500.00	£ 172.84	£ 327.16	34.57%
					*(incl van hire since 2016)					
	£ 7,150.00	£ 7,075.94	£ 74.06	98.96%		£ -	£ 5,750.00	£ 6,108.56	-£ 436.57	106.24%

ALLOTMENTS DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
					2017/18 Accrual			-£ 1,004.57		
Manchester Drive Rent	£ 7,700.00	£ 7,665.00	£ 35.00	99.55%	Maintenance Costs	£ 2,620.19	£ 2,500.00	£ 922.48	£ 4,197.71	18.02%
Leigh Site Rent	£ 3,200.00	£ 3,314.60	-£ 114.60	103.58%						
Marshall Close Rent	£ 470.00	£ 484.50	-£ 14.50	103.09%	Waste Clearance/Tree Work	£ 5,600.00	£ 1,000.00	£ 5,853.00	£ 747.00	
					ASA Leigh Site		£ 1,600.00	£ 883.64	£ 716.36	55.23%
Manchester Drive Water	£ 1,200.00	£ 1,427.00	-£ 227.00	118.92%	ASA Manchester Drive		£ 3,000.00	£ 2,250.00	£ 750.00	75.00%
Leigh Water	£ 450.00	£ 563.50	-£ 113.50	125.22%	ASA Marshall Close		£ 500.00	£ 375.00	£ 125.00	75.00%
Marshall Close Water	£ 65.00	£ 83.50	-£ 18.50	128.46%	Capital Expenditure	£ 656.73	£ 1,000.00	£ 1,243.45	£ 413.28	75.05%
					Affiliations		£ 65.00	£ 55.00	£ 10.00	84.62%
Keys		£ 75.00	-£ 75.00		Water Rates		£ 2,800.00	£ 2,903.11	-£ 103.11	103.68%
Tenancy Deposits		£ 1,685.00	-£ 1,685.00		Keys & Refunds			£ 90.00	-£ 90.00	
Other Income		£ -	£ -		Tenancy Deposits			£ 590.00	-£ 590.00	
					MDAS Commission		£ 875.00	£ 943.80	-£ 68.80	107.86%
					Staff Costs		£ 8,517.00	£ 8,768.27	-£ 251.27	102.95%
TOTAL INCOME	£ 13,085.00	£ 15,298.10	-£ 2,213.10	116.91%	TOTAL EXPENDITURE	£ 8,876.92	£ 21,857.00	£ 23,873.18	£ 5,856.17	77.68%

COMMUNITY TRANSPORT DETAILED BUDGET											2018/19
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent	
Ticket Sales	£ 2,500.00	£ 1,982.29	£ 517.71	79.29%	Ticket Purchases		£ 2,000.00	£ 1,225.91	£ 774.09	61.30%	
					Travel Costs		£ 750.00	£ 466.50	£ 283.50	62.20%	
					Driver Costs		£ 300.00	£ -	£ 300.00	0.00%	
					Refreshments		£ 700.00	£ 505.51	£ 194.49	72.22%	
					CTA Membership		£ 270.00	£ -	£ 270.00	0.00%	
					Miscellaneous		£ 50.00	£ 71.60	-£ 21.60	143.20%	
					Staffing Costs		£ 2,796.00	£ 3,092.37	-£ 296.37	110.60%	
TOTAL INCOME	£ 2,500.00	£ 1,982.29	£ 517.71	79.29%	TOTAL EXPENDITURE	£ -	£ 6,866.00	£ 5,361.89	£ 1,504.11	78.09%	

FARMERS' MARKET DETAILED BUDGET											2018/19
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Budget 2018/19	Expenditure	Balance	% Spent		
Stall Hire	£ 2,500.00	£ 2,747.00	-£ 247.00	109.88%	Hall Hire	£ 900.00	£ 748.00	£ 152.00	83.11%		
					Leaflets/Publicity	£ 200.00	£ -	£ 200.00	0.00%		
					Banners	£ 200.00	£ -	£ 200.00	0.00%		
					Miscellaneous	£ 50.00	£ 36.07	£ 13.93	72.14%		
					Staff Costs	£ 3,717.00	£ 3,269.05	£ 447.95	87.95%		
TOTAL INCOME	£ 2,500.00	£ 2,747.00	-£ 247.00	109.88%	TOTAL EXPENDITURE	£ 5,067.00	£ 4,053.12	£ 1,013.88	79.99%		

LEIGH LIGHTS DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
					Leigh Lights Reserve	£ 10,159.00			£ 10,159.00	
Traders Contribution	£ 2,000.00	£ 1,531.69	£ 468.31	76.58%	Column Testing 1/3		£ 1,300.00	£ 1,750.00	-£ 450.00	134.62%
Other Income	£ 750.00	£ 671.64	£ 78.36	89.55%	Instalation Removal & Storage		£ 9,150.00	£ 9,550.00	-£ 400.00	104.37%
Sponsorship		£ 250.00	-£ 250.00		Electricity		£ 420.00	£ -	£ 420.00	0.00%
					Repairs & Renewals		£ 1,000.00	£ -	£ 1,000.00	0.00%
					Security		£ 6,200.00	£ 6,241.86	-£ 41.86	100.68%
					Entertainment/Outside Assistance		£ 2,700.00	£ 1,648.20	£ 1,051.80	61.04%
					Road Closures & Licences		£ 5,200.00	£ 5,631.32	-£ 431.32	108.29%
					First Aid, Cleansing & Banners		£ 1,000.00	£ 872.74	£ 127.26	87.27%
					Capital Renewals		£ 10,000.00	£ 10,404.25	-£ 404.25	104.04%
					Miscellaneous			£ 279.65		
TOTAL INCOME	£ 2,750.00	£ 2,453.33	£ 296.67	89.21%	TOTAL EXPENDITURE	£ 10,159.00	£ 36,970.00	£ 36,378.02	£ 11,030.63	98.40%
					budget increased August 2018 from		underspent events			

[Agenda](#)