



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 Jill Healey
Vice Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons

Members are requested to attend a meeting of the
COMMUNITY & CULTURE COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday 18th June 2019** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea
commencing at **7.30 pm**.

Committee Membership

Cllrs: *Keith Evans, Anita Forde, Alan Hart, Jill Healey, Carole Mulrone (Chairman), Caroline Parker, Vivien Rosier, Mike Wells and Andrew Wilkins*

AGENDA

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE [16th April 2019](#) & THE COMMUNITY FACILITIES COMMITTEE [2nd April 2019](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) Page 6

LEIGH COMMUNITY CENTRE

7. FACILITIES REPORT

Refurbishment Programme:

An external fire risk assessment has recently been undertaken to establish what works were required in line with the regulations that have changed. The Facilities Manager is working through the points to ensure compliance. Replacement windows are on order for Room 1 and should be delivered and fitted within 4-6 weeks.

Remodel Programme:

Phase 1 – Following the receipt of suitable references, Gowlain Building Contractors have been appointed to carry out this phase at a cost of £10,760 + VAT. Five quotes had been received in response to the Contracts Webfinder advertisement. All were analysed by Johnson Gillies in their role as Project Managers. Work is expected to commence on June 17th subject to the landlord documentation being completed. In this respect whilst Southend Borough Council instructed their legal team in February 2019, a draft agreement has only just been received. It is envisaged that there will be minimal disruption to hirers.

Phase 2 – Tender documents are being prepared and will be advertised on the Contracts Webfinder site imminently.

8. REPORT FROM BOOKINGS/ADMINISTRATIVE ASSISTANT ([Appendix 2](#)) Page 8
9. LORNA & LOTTIE'S REPORT

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Turnover	£19,419			
Operating Costs	£16,951			
Quarterly surplus	£2,468			
Licence fee to LTD	£1,234			

The first quarter turnover is £1,000 lower compared to 2018 due to the disruption from the refurbishment works at the beginning of the year resulting in a café closure the first week of 2019.

10. ARTS GROUP REPORT

The new Artist in Residency has commenced and already utilising the space effectively. The Arts Group will be meeting at the beginning of July to discuss Artist in Residence and Art Wall plans for the coming year. The current Art Wall exhibit is the "Learners Exhibition 2019" from Southend Adult Community College and showcases student's artwork from a range of levels, across a variety of media and explores various themes. This exhibit will be up for the duration of the Leigh Art Trail. The next Art Wall exhibit is due to be installed on 27th June, however this may need adjustment in view of the remodel programme. The Leigh-on-Sea Town Council Arts Group now have an Instagram page <https://www.instagram.com/leightowncouncilartsgroup/> and this is quickly proving a productive tool in connecting with other local artists in the Leigh-on Sea region and in promoting the Councils Art initiatives. The Instagram account is overseen by staff in the Town Council offices.

ALLOTMENTS

11. WATER CHARGE 2019/20 & RENT CONFIRMATION 2020/21 ([Appendix 3](#)) page 10 **DECISION ITEM**

Please refer to the attached appendix for details of the increased water charges for 2019/20 and an explanation for the increase. In line with the resolution made at Council 16th July 2017, rental charges will increase by 4% to the nearest 50p.

It is **RECOMMENDED** that the Committee increase the water charge for 2019/202 as indicated in Appendix 3 and that the rental charges will be invoiced as per the schedule.

12. ALLOTMENT SHED **DECISION ITEM**

Following the decision at the E&L meeting 16th April 2019, quotes for the removal of the asbestos shed have now been received.

Quote 1 - £1200 +VAT removal & disposal of the asbestos containing roof sheets

Quote 2 - £800 + VAT removal & disposal of asbestos roof sheets, decontamination of any contents.

It is **RECOMMENDED** that the Council accept Quote 2.

COMMUNITY FACILITIES

13. SKATE PARK

The planning application deadline has had to be extended due to consent being required from the Environment Agency. Only one tender for the works has been received and this was opened in accordance with Standing Orders. The Town Clerk is in the process of analysing it and will report in due course.

14. STRAND WHARF

There have been two recent events held on Strand Wharf by outside parties. The Southend Hungarian Society held a Hungarian Day and the Old Leigh Artists Market was held by a local artists group. The Town Clerk would like to remind members that, under the terms of our lease agreement from Southend Borough Council, only 15 events, including our own, can be held on

Strand Wharf each year. Forthcoming events will be Leigh Folk Festival, LTC Youth Market, another Artists Market and Leigh Regatta.

HEALTH & WELLBEING PROGRAMMES

15. COUNCIL EVENTS – REPORT BY ASSISTANT PROPER OFFICER AND ADMINISTRATIVE APPRENTICE

Community Day, Bonchurch Park, 9th June 2019

This is the second time Leigh-on-Sea Town Council have hosted a Community Day promoting health and well-being in the community by bringing a variety of local charities and community groups together with the Town Council. The day itself attracted approximately 800 visitors. There were 32 stallholders exhibiting. There were also a number of performances throughout the day from local dance and drama groups. The Mayor and Mayoress of Southend and MP, Sir David Amess attended and were hosted by the Chairman and Town Clerk. The event was a great success, the general feedback and response on the day was incredibly positive and the increase in numbers was noticed by all. A good number of thank you correspondence has been received. There was also considerable Facebook, Instagram and Twitter interaction regarding the event on the day. As with all Town Council events, various improvements have been identified that could be made should Council wish to repeat the event in 2020. In conclusion, the Community Day had a positive impact highlighting the health and well-being opportunities that the community can benefit from. Most of all the Community Day was as much about having fun as a community, as it was doing something worthwhile to improve the town.

Youth Market, Strand Wharf, Old Leigh, Sunday 14th July

The Market transfers from the Community Centre to Strand Wharf this year with extended hours of 11am – 4pm. There is space for 23 stalls, and only 2 stalls remain. During the market, there will be a small area for young musicians/entertainers to perform. Just 1 slot remain for this initiative. A5 leaflets and A3 & A4 posters have been printed for distribution and Councillors assistance is sought in this matter. Letters and leaflets will be delivered to 15 local schools and colleges.

16. TOWN & PARISH COUNCILS – VE DAY 75 **DECISION ITEM**

On 8th May 2020 it is the 75th anniversary of VE Day. SSAFA, the armed forces charity has sent correspondence to all Town and Parish Councils outlining the planned celebration weekend 8th-10th May. It is **RECOMMENDED** that an Events PDG meeting be held to consider any Leigh Town Council involvement in the weekend. Council are asked to note that the Government have announced that Friday 8th May 2020 will be a bank holiday instead of Monday 4th May 2020.

17. MERCHANT NAVY DAY

Minute 102, E&L meeting 16th April 2019 **RESOLVED** to fly the Red Ensign on the Strand Wharf flagpole on Tuesday 3rd September with a small flag-hoisting ceremony inviting key local contacts. Members are requested to supply the Town Clerk with a list of local contacts they would like to invite to the ceremony by 30th June 2019.

18. COUNCIL EVENTS AT LEIGH COMMUNITY CENTRE – REPORT BY MARKETING AND PROFILE OFFICER ([Appendix 4](#)) Page 11

19. LEIGH LIGHTS – REPORT BY TOWN CLERK **DECISION ITEM**

Planning for the event has commenced with the necessary event application being submitted to Southend Borough Council. Following on from the sponsorship of the hanging baskets, it is **RECOMMENDED** that a similar sponsorship opportunity of the light columns be offered to businesses in the town.

20. FARMERS MARKET – REPORT BY ASSISTANT PROPER OFFICER

Regular stallholder The Phoenix Smokery will be re-joining the Farmers' Market again in June. They suffered a large fire in April 2018 and had to have time off to rebuild the smokery. We are still looking for a cheese stall to attend regularly, but have not had success to date. Now the weather is starting to improve Flour & Spoon will take up position at the front of the building and sell their breads from a gazebo outside subject to building works.

21. COMMUNITY TRANSPORT – REPORT BY MARKETING AND PROFILE OFFICER

15 members were taken to see LODS All Shook Up at the Palace Theatre on Thursday 9th May. Everyone enjoyed the show and expressed a desire for more LODS shows in the future. An additional volunteer driver has now completed MiDAS training. A meeting will take place imminently with Age Concern Southend to discuss minibus hire and partnership working for over 60's. The social club now has a core attendance of around 10-15 regular members each month. So far, the Arts and Crafts session and Carole Mulroney's talk have attracted the most people.

22. YOUTH GROUP REPORT ([Appendix 5](#)) page 12 **DECISION ITEM**

ENVIRONMENT FACILITIES & SERVICES

23. HANGING BASKETS

15 hangings baskets were sponsored around the town by 8 different businesses. This brought in a sponsorship total of £1125.00

24. LITTER LESS LEIGH

There is a Litter Less Leigh event on Saturday, 29th June meeting at 9:30 opposite the skate park.

25. FRIENDS OF LEIGH LIBRARY GARDENS GROUP REPORT

A planning meeting of the group took place with discussion as to future plans to include community ideas. The group are exploring the possibility of becoming a small charity to enable better grant funding opportunities. Future dates are the 3rd, 13th, 17th and 31st of July.

COMMUNITY PARTNERSHIP PROGRAMMES

26. SPECIAL CONSTABLES

The Council signed up to this scheme on 3rd July 2018 and have advertised the scheme extensively since then with regular updates from Essex Police. Five volunteers have come forward in that time completing applications. Unfortunately 4 of those 5 either withdrew their application or failed to attend the assessment stage and the final candidate did not complete the training. Apart from Witham Town Council, many parish and Town Councils who have signed up to the scheme seem to be experiencing the same issues in having sufficient volunteers come forward but not completing the programme. The Town Clerk has contacted Essex Police to ascertain as to whether they have any insight now that the programme has been running in the County for nearly 2 years as to how to attract volunteers that will result in Leigh Town Council having successful recruits.

COMMUNITY SERVICES FUNDING

27. FIRST AID POST

The Town Clerk is in correspondence with the Leigh Cadet unit as there seems to be issues in being able to service the Post by St John Ambulance. Council will be kept informed of developments.

FINANCE

28. COMMITTEE BUDGET REPORT 2019/20 ([Appendix 6](#)) Page 13

As at 29th May 2019

CONFIDENTIAL

29. 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 3d.

30. COMMUNITY TRANSPORT MATTER (Confidential Appendix) **DECISION ITEM**

Helen Symmons

Helen Symmons
Town Clerk
13th June 2019

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 2019/20

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	Completed Planning Commenced For all events	09-06-19	Debrief on agenda	NFA
E&L 16-04-19	102. Merchant Navy Day	RESOLVED to fly the ensign 3 rd September with small flag-hoisting ceremony	MPO	Planning commenced			
E&L 16-04-19	104. Allotment Shed	RESOLVED to obtain quotes for removal	FM	Quotes being obtained			
E&L 16-04-19	105. Community Transport	RESOLVED to leave membership criteria as is		Completed	16-04-19	Staff advised	NFA
E&L 16-04-19	107. Friends of Library Gardens	RESOLVED to form a Working Group		Completed	16-04-19	To be added to ACM 14 th May to establish members	NFA Under this minute
E&L 16-04-19	110. Allotments dispute working party recommendation	RESOLVED to terminate tenancies		Completed	23-04-19	David Hammond contacted regarding return of tree at appropriate time	NFA

Committee	Minute No. and Subject	Action Required	RO	Completion status	Completion Date	Outcome	Forward Action Required
E&L 16-04-19	111. Unauthorised bonfire	RESOLVED to issue final warning and post letter to all plot holders		Completed	26-04-19	Tenant received final warning and notices posted	NFA
CFC 02-04-19	79. Arts Group Report	RESOLVED to offer Kerry Doyland Artist in Residence position		Completed	03-04-19	Accepted and commenced	NFA
CFC 02-04-19	81. Facilities Report	RESOLVED to opt for Quote 1 subject to landlords approval re replacement windows room 1. Altex £3241.67 + VAT		Landlords verbal consent given and OK to proceed. PO placed and windows ordered		4-6 weeks manufacture time	

[Agenda](#)



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 Jill Healey
 Vice Chairman: Cllr Vivien Rosier
 Town Clerk: Helen Symmons

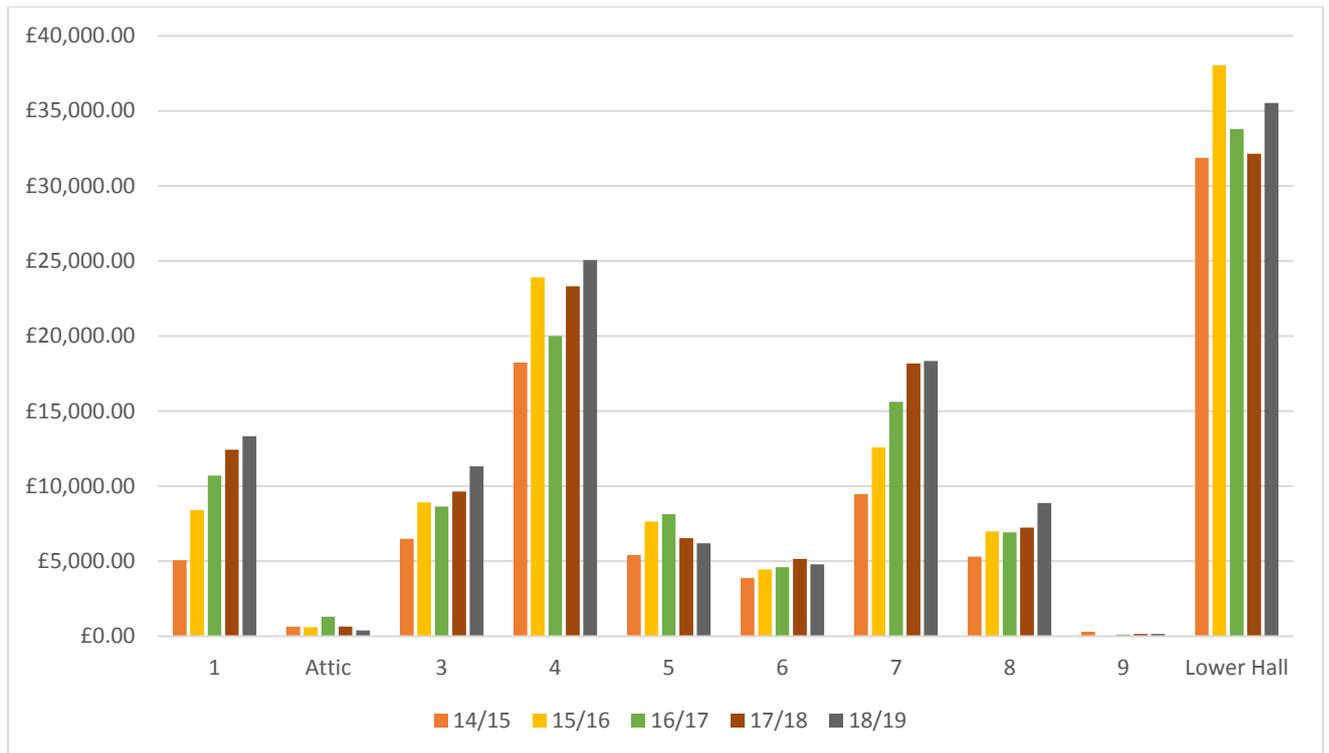
REPORT 2718/HM

Community Centre

The below chart shows the income derived from Community Centre room and storage hire. Room 6 is the Council Chambers therefore the type of activity that can be carried out in this room is restricted. The table and chairs will go post remodel, to give better flexibility and once hired out as a clear room could potentially generate approximately £3800.00 extra income per year. This is based on the total income of Room 3 in the first 6 months of 2019, once clear, Room 3 is the most similar to room 6. Room 5 also has lesser revenue compared to other rooms. Room 5 has hiring limitations due to noise implications generated from its adjoining Room 4. The two rooms are separated by folding doors only. Better soundproofing of Room 5 is part of the refurbishment programme of works.

Community Centre Invoiced Income

Room	14/15	15/16	16/17	17/18	18/19
1	£5,072.67	£8,418.49	£10,709.93	£12,432.30	£13,318.87
Attic	£650.00	£600.00	£1,305.42	£634.45	£397.20
3	£6,498.32	£8,924.04	£8,633.65	£9,646.15	£11,321.50
4	£18,225.55	£23,911.57	£19,996.53	£23,325.85	£25,056.79
5	£5,411.63	£7,646.06	£8,125.95	£6,543.40	£6,198.30
6	£3,883.61	£4,457.30	£4,608.45	£5,149.45	£4,799.26
7	£9,470.65	£12,586.19	£15,624.46	£18,176.80	£18,343.92
8	£5,297.61	£6,980.09	£6,925.18	£7,248.30	£8,874.02
9	£293.70		£120.00	£162.00	£162.00
Lower Hall	£31,877.32	£38,042.97	£33,779.20	£32,140.08	£35,520.54
Café Area	£612.43	£1,061.81	£363.01	£364.00	£342.00
Foyer	£530.00	£32.00	£1,163.61	£751.45	£235.00
Storage	£5.00	£66.50	£847.00	£1,223.60	£880.40
Bar Commission		£1,204.74	£3,034.83	£3,439.78	£3,060.11
Lottie & Lorna's Rental				£2,044.43	£3,250.00
Hire Income Total	£87,828.49	£113,931.76	£115,237.22	£123,282.04	£131,759.91
Hire Income Budget	£71,000.00	£95,400.00	£105,000.00	£125,000.00	£129,000.00
LTC run events (net)		£194.50	£941.73	£2,710.94	£8,125.05



You can see however, that the Community Centre room hire income has increased year on year. The Bookings Administrator Assistant report from the Community Facilities Committee Agenda of [5th February 2019, agenda item 9, appendix 2](#) showed that there had been a **62.7%** increase in room hire since September 2015. We can see from the above that in monetary terms this equates to a **33.3%** increase in income.

[Agenda](#)

Water Charge Increase

Allotment Rent 2019/20

	Starter Plot (A/B/C)			Half Plot (E/W)			Full Plot		
	Rent	Water	Total	Rent	Water	Total	Rent	Water	Total
over official retirement age	£10.00	£5.00	£15.00	£15.00	£6.50	£21.50	£29.00	£10.00	£39.00
Full	£20.00	£5.00	£25.00	£29.00	£6.50	£35.50	£57.00	£10.00	£67.00

Tenancy Deposits

£15.00

£25.00

£50.00

Key Charges

£5.00 Leigh Site and Manchester Drive Site

£10.00 Marshall Close Site

The water charge rebate has now ended and water charges will be set to cover the payments made by the Council for water rates.			
Costs will continue to be monitored by the Council to ensure that no over or under-payments are made by plot-holders.			
As there was a significant shortfall of £899 in the monies collected against the water rates charges for 2018/19, this has resulted in an increase of £2.50 per plot.			



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 Jill Healey
Vice Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons

Report 2716/FS

Half-Term Activities at Leigh Community Centre

The Easter half-term events were well attended with all but two of the events selling out. The bubble workshops once again proved to be very popular and an additional day of sessions was organised following cancellation of a gardening workshop. Where sessions were not well supported this has been noted and will be taken in to account when future sessions are planned.

The May Half-Term events were not as well attended as expected and can only assume that the good weather played a part as all events were advertised in their usual way through social media and our mailing list. That said a survey will be undertaken to ensure that sessions held are appealing to ensure continued success.

When sessions have had to be cancelled due to unforeseen circumstances, refunds or exchanges are offered.

Consideration is being given with regard to holding outdoor events in the summer holidays either on Strand Wharf or in partnership with other activity providers.

[Agenda](#)



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 Jill Healey
Vice Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons

REPORT 2717/HS

YOUTH GROUP

There have been two youth forums since last reporting. The May forum had very useful discussions regarding LGBT issues and support groups for young people and their families and a local support group runs regularly at The Forum. This will be investigated by one of the attendees and reported back. The second discussion topic focused on communication and how Leigh Town Council could ensure that local young people are aware of the local activities and groups. In this respect the youth forum will work towards ideas for a dedicated page on the LTC website and an article for the next magazine. This discussion continued in the June meeting with the addition of considering ideas on what youth would like to see in terms of establishing a regular time/space for local teenagers to get together.

YMCA has reported that the Youth club is going well, It has been running since October 2018 and 48 children are registered with 18 - 20 children attending each session from 3 local primary schools (West Leigh, Darlinghurst & North St)

There is a 30min slot in the evening where a variety of group activities & team games are delivered to promote the children's social and personal development. Other activities have included pool, table tennis, board games dance & sports.

There have been group discussions around human rights, politics, climate change and homelessness. But the main aim for the club is about providing the children with a safe space to go & meet new and existing friends and have something fun to do. In this respect there has been lots of positive feedback from the parents saying how much their children look forward to coming each week & how it has really helped build their child's confidence.

Given the success of the club YMCA would like to ask the Council to consider extending the partnership further, to enable an additional session for older children aged 12-16 years from September 2019.

At present the Oasis café is unable to provide their fortnightly Friday facility and Fusion Youth Group stated in a recent meeting that they have 60 young people turning 12yrs in September who will have nowhere to go as they are too old for that club, so the need for youth provision for this age group in Leigh is quite evident.

In light of this it is **RECOMMENDED that the Committee submit to Council** that the Thursday evening hall provision be extended and that Leigh Town Council work in partnership with YMCA to provide this additional youth provision. On the basis that this provision will be staffed by volunteers, it is further **RECOMMENDED that the Committee submit to Council** a request that £2,500 of Volunteer Earmarked Reserves be vired to the Youth Club budget for the new older youth provision (the Earmarked reserve presently stands at £20,504.40).

This extension of the Youth provision and engaging in the opportunity to provide a further community facility for the youth meets strategic objective 2 of the Council's Strategic Plan 2019-2023.

[Agenda](#)

COMMUNITY & CULTURE COMMITTEE					2019/20					
INCOME	Budget 2019/20	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2019/20	Expenditure	Balance	% Spent
Leigh Community Centre	£ 131,500.00	£ 15,856.63	£ 115,643.37	12.06%	Leigh Community Centre	£ 30,594.88	£ 53,850.00	£ 5,838.28	£ 48,011.72	10.84%
LTC Use of LCC	£ 27,000.00	£ 4,500.00	£ 22,500.00	16.67%	Community Centre Staffing		£ 128,464.00	£ 16,930.12	£ 111,533.88	13.18%
Friends of LCC		£ 97.50			Friends of LCC	£ 3,040.36		£ 355.89		
Allotments	£ 14,540.00	£ 859.00	£ 13,681.00	5.91%	Allotments	£ 4,780.47	£ 26,737.00	£ 3,442.09	£ 23,294.91	12.87%
Community Facilities	£ 50.00	£ 20.83	£ 29.17	41.66%	Community Facilities	£ 13,434.65	£ 10,831.00	£ 1,177.04	£ 9,653.96	10.87%
Council H&WB Programmes	£ 16,150.00	£ 1,729.00	£ 14,421.00	10.71%	Council H&WB Programmes	£ 6,886.30	£ 43,357.00	£ 3,347.99	£ 40,009.01	7.72%
Environment Facilities & Services		£ 749.98			Environment Facilities & Services	£ 10,159.00	£ 24,050.00	£ 6,676.00	£ 17,374.00	27.76%
					Community Partnership Programmes	£ 5,000.00	£ 4,000.00	£ 377.50	£ 3,622.50	9.44%
					Community Services Funding	£ 5,900.00	£ 5,400.00		£ 5,400.00	0.00%
					Committee Staffing		£ 13,376.00	£ 1,620.83	£ 11,755.17	12.12%
TOTAL COMMITTEE INCOME	£ 189,240.00	£ 23,812.94	£ 165,427.06	12.58%	TOTAL COMMITTEE EXPENDITURE		£ 310,065.00	£ 39,765.74	£ 270,299.26	12.82%

[Agenda](#)