



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 Keith Evans | **Vice Chairman:** Cllr Dr. David Bowry

Town Clerk: Helen Symmons PSLCC



Members are requested to attend a meeting of the
COMMUNITY & CULTURE COMMITTEE
of Leigh-on-Sea Town Council
on **Tuesday 14th June 2022** commencing at **7.30 pm.**
at Leigh-on-Sea Community Centre, 71-73 Elm Road,
Leigh-on-Sea, SS9 1SP

Committee Membership

Cllrs: David Bowry, Vinice Cowell, Keith Evans, Anita Forde, Paul Gilson, Emma Mills, Carole Mulrone, James Preston and Andy Wilkins

Helen Symmons

Helen Symmons PSLCC
Town Clerk
7th June 2022

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

AGENDA / BUSINESS TO BE TRANSACTED

1. ELECTION OF COMMITTEE CHAIRMAN
2. ELECTION OF COMMITTEE VICE CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF MEMBERS' INTERESTS
5. TO APPROVE MINUTES OF THE COMMUNITY & CULTURE COMMITTEE [5TH APRIL 2022](#)
6. PUBLIC REPRESENTATIONS
7. TOWN CLERK'S REPORT ([Appendix 1](#)) page 6

LEIGH COMMUNITY CENTRE

8. FACILITIES REPORT DECISION ITEM

We are currently waiting on a detailed design to send to contractors for quotes to carry out remedial works to the rear walkway supports of the Community Centre. A structural report has identified that the external support columns to 1st floor storage corridor are deteriorating and repair works are required. Additionally, a column requires replacement. We have an acro prop adjacent to the column so the building is not at risk. Additional flashing protection should also be added to the corner where the beams meet said column to protect the structure below.

For the time being until costs for the above are known, the decoration of the entrance arch is on hold.

9. BOOKINGS REPORT

Community Centre Invoiced Income						
Room	16/17	17/18	18/19	19/20	20/21	21/22
1	£10,709.93	£12,432.30	£13,318.87	£11,695.84	£1,538.70	£7,040.84
Attic	£1,305.42	£634.45	£397.20	£1,254.00	£508.88	£1,275.00
3	£8,633.65	£9,646.15	£11,321.50	£10,345.63	£547.15	£5,841.55
4	£19,996.53	£23,325.85	£25,056.79	£22,959.30	£1,731.48	£16,408.91
5	£8,125.95	£6,543.40	£6,198.30	£6,734.20	£300.15	£4,667.07
6	£4,608.45	£5,149.45	£4,799.26	£5,297.84	£42.00	£3,321.92
7	£15,624.46	£18,176.80	£18,343.92	£16,719.26	£1,571.92	£12,071.35
8	£6,925.18	£7,248.30	£8,874.02	£7,204.70	£28.00	£0.00
Lower Hall	£33,779.20	£32,140.08	£35,520.54	£34,656.33	£1,722.59	£30,488.82
Café Area	£363.01	£364.00	£342.00	£163.00	£0.00	£1,579.01
Foyer	£1,163.61	£751.45	£235.00	£236.20	£0.00	£154.00
Storage	£967.00	£1,385.60	£1,042.40	£622.50	£78.00	£824.24
Bar Commission	£3,034.83	£3,439.78	£3,060.11	£6,161.07	£832.46	£1,597.34
Lottie & Lornas Rental		£2,044.43	£3,250.00	£1,233.07	£0.00	£0.00
Hire Income Total	£115,237.22	£123,282.04	£131,759.91	£125,282.94	£8,901.33	£85,270.05
Hire Income Budget	£105,000.00	£125,000.00	£129,000.00	£131,000.00	£132,000.00	£60,000.00
COVID Grant					£ 40,285.00	

10. LORNA & LOTTIE'S REPORT

First quarter figures for 2022:

	Income	Wages inc on costs	Café Supplies	Admin	Total	Gross profit	Misc	Commissionable profit	Commission
January	£4,276.00	£2,636.00	£1,212.00	£154.00	£4,002.00	£274.00	£56.00	£218.00	£109.00
February	£5,957.00	£3,927.00	£1,272.00	£126.00	£5,325.00	£632.00	£198.00	£434.00	£217.00
March	£7,027.00	£4,064.00	£1,308.00	£257.00	£5,629.00	£1,398.00	£76.00	£1,322.00	£661.00

This is a good start to the year with a first quarter commission of £987 due to us. The licence has been extended to the end of the year to tie in with the café's financial year as due to COVID, the return from lockdowns happened in May 2021 which was when there was a licence renewal.

11. ARTS GROUP REPORT

An Arts group meeting was held late April. The Artist in Residence reported that their residency is going fine. The art wall is booked into 2023 now and goes from strength to strength being recognised in the area as a permanent exhibition space. Workshops are being arranged for the Summer. A further meeting will be held in July to review the Listening Room arrangements with the co-ordinator.

ALLOTMENTS

12. ALLOTMENTS UPDATE

Manchester Drive Allotments

Cultivation checks have been undertaken with approximately 20 ploholders in breach of this tenancy condition. They are being given until 1st July to show improvement.

Research is currently underway with a view to installing a defibrillator at the entrance to the allotment site. This will be accessible to the public and Leigh Lions have kindly agreed to support the cost.

Southend City Council are being requested to give permission for a mirror to be installed opposite the MDAS entrance as this is proving a blind spot when exiting on to Manchester Drive due to parked cars.

Marshall Close

Tree works are required to two willow trees and quotes are being obtained.

COMMUNITY FACILITIES

13. SKATE PARK

It is hoped some remedial work will be taking place imminently. The contractor has been chased.

14. STRAND WHARF

Maintenance work is planned for Strand Wharf with regard to the seating and planters over the next month.

15. PADDLING POOL

The pool has been repaired but requires dredging which cannot be done without a licence from the Marine Management Organisation. To futureproof the structure of the pool, some additional work needs to happen and to do this it also has to be licenced. Southend City Council are providing engineering support and recommend the additional work and dredging be done at the same time next April to reduce costs. The Town Clerk will ensure the cost is factored in to the 2022/23 budget for approval.

HEALTH & WELLBEING PROGRAMMES
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16. EVENTS

The bunting workshops held in April were a great success and were fully booked.

The Jubilee Picnic was a great success with approximately 300 people braving the rain till the end. It is estimated that 750 residents visited the park during the course of the afternoon. Feedback from those attending has been nothing but praise.

Congratulations to all concerned, for the Picnic in the Park yesterday! Really terrific event and very well organised. Timing just right and performers were excellent and lots for children to enjoy. There was a great atmosphere and just so glad to have attended, despite the slightly grotty weather. Very well done to everyone involved.

Just thought I would say what a lovely event it was today. It takes a lot of effort and planning to put on events like today and despite the weather it was super to see lots of people there having a fun time. So well done to you and to all the team.

With regard to yesterday's Jubilee Picnic in the Park what a great event! In spite of the on and off rain it was very well attended and very enjoyable for all. Thank you for all your hard work in arranging the event and could you pass on my grateful thanks to the fantastic staff who worked so hard in making it such a memorable and successful day!

I was absolutely thrilled to see Tim Howar and I could easily have stood in the rain all day to listen to him sing! We thoroughly enjoyed ourselves. Thank you for organising. I know from years of experience it can be a thankless task. Well done.

Four out of six office staff attended along with two caretakers. The community centre was staffed by another caretaker. Four councillors attended (only two from C&C Committee).

The Jubilee Tea Party for Over 60's was also a great success with the Ray Miso Trio providing musical entertainment. A celebration cake was also cut with plenty of flag waving, singing and dancing. Again, feedback during the event and after was all very positive.

We have just returned from the Leigh community centre jubilee afternoon tea celebration, we would like to say what a wonderful time we had a big thank you to all the hard working people who made this a wonderful time.

Three Councillors attended the event (only one from C&C Committee) Additionally, 6 volunteers came to assist as well as staff.

The Jubilee Childrens' Activity afternoon was sold out and children thoroughly enjoyed their crown making. The Arts Ministry very kindly organised the sessions.

17. FARMERS' MARKET ([Appendix 2](#)) page **DECISION ITEM**

18. COMMUNITY TRANSPORT AND SOCIAL CLUB

A survey was recently sent to members of the Community Transport Scheme and an initiative is in place to extend the scheme to a small area immediately outside of the town council boundary to attract new members on trips. There will be a small additional levy for non-Leigh Town Council residents in this area.

Further trips are being planned beyond June focussing on the results from the survey as well as activities for the social club beyond August.

19. CHILDREN'S SCHOOL HOLIDAY PROGRAMME

This is being considered in light of the fact that we shall be three staff members down and annual leave is planned for other staff members at that time.

ENVIRONMENT FACILITIES & SERVICES
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20. COUNCILLOR LITTER PICKS

These have been poorly attended of late by councillors with very often councillors not even responding to staff regarding their attendance. This was a councillor driven initiative, agreed at full Council yet there has been little engagement. With the co-ordinating staff member on maternity leave imminently and no scope for another member of staff to take on the co-ordination, the Town Clerk is referring the programme back to Council for councillors to undertake co-ordination of the litter picks.

21. CHRISTMAS LIGHTING

This has been finalised with the electric pillar post due to be installed along with a tree pit that Southend City Council have given approval for. This will reduce the cost of the lighting contract and will have paid for itself after 3 years.

COMMUNITY PARTNERSHIP PROGRAMMES

22. SPECIAL CONSTABLES

Sadly, the further volunteer in the system has decided to withdraw from the programme.

23. YOUTH CLUB AND YOUTH FORUM

The youth club has been paused for the time being by Southend YMCA due to staffing issues. It is hoped that it will recommence soon.

COMMUNITY SERVICES FUNDING

24. FIRST AID POST

The Town Clerk is in contact with St John cadets and is waiting on the Foreshore team to provide further details of the space that will be available when built.

FINANCE

25. COMMITTEE BUDGET REPORT 2022/23 ([Appendix 3](#)) page 9

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2021/22

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
C&C Committee 05-04-22	129. Facilities Report	RESOLVED to install WIFI booster	17-05-22	Installed	NFA	

[Agenda](#)



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Report 2787/MS

FARMERS' MARKET REPORT MAY 2022

History

Leigh Farmers Market was started over 21 years ago by Janet Hammond who organised and ran the market on a voluntary basis. Following her passing her husband, David Hammond, took over. He ran the market with minimal support from the office, sourcing the stall holders, communicating with them and organising the layout. Staff involvement was limited to the collection of pitch fees and the production of leaflets. A working party would meet once or twice a year to discuss dates and other suggestions. This continued until around 2017 when David decided to retire. At this time 2 staff members volunteered to take on the running of the market in order that it could keep being held. Footfall at the market has always been up and down but prior to the Covid pandemic there were 2 meat stalls, a bakers' and greengrocers. Many of the regular attendees came specifically for these stalls and new stallholders often found it difficult to establish a regular customer base.

Current Situation

Following the lockdowns, the market was relaunched in July 2021 with some success for a couple of months. However, both the meat stallholders had decided to retire and did not return. It has proved impossible to recruit new stallholders to cover these vital elements. The artisan baker who attended as staff were unable to source a regular baker dropped out at the end of 2021.

2022 has proved to be very challenging for the Farmers Market. Covid and rising food prices have changed how people shop. Many of the stalls who attend the market are selling "premium" products at premium prices. Staff have spent considerable time trying to recruit new stallholders to no avail. Craft stalls often responded but stayed for only one or two markets as footfall has dwindled so much. Marketing has been ramped up by the new office staff and includes

- Instagram posts 2 times a week
- Event listed on Facebook
- Event listed on both LTC and LCC websites
- Listed by Visit Southend
- 2 posts per week on Leigh Farmers' Market Facebook page (shred to other pages)
- Banners outside and on St Clements one week prior
- Article in LTC magazine twice a year
- Dates in LTC Annual Report
- Flyers produced and available in foyer and on noticeboards
- Dates advertised in twice yearly LTC newsflash

Despite some of these social media posts being viewed by upwards of 3000 people, footfall at the market has been abysmal. This has led to some very rude and abusive behaviour towards staff members by certain stallholders, despite the fact that they appear to do minimal advertising themselves. Leigh Farmers Market is run for the benefit of our residents and not to facilitate the businesses of the stallholders. At the market held on 20th May 2022 the atmosphere was extremely negative and several stallholders stated that they would not return.

A few of the long-standing stallholders spoke to staff and suggested that the market should close temporarily. They would be willing to meet with Councillors and staff to suggest possible ways forward for a relaunch in a few months' time. Without interest and support in the market from councillors, staff do not feel that the market is viable in its current format

The bookings team advise that a regular hirer is extremely interested in hiring the Donald Fraser Hall every Friday morning. At present she moves to Room 4 on market days.

Leigh Town Council hold a Winter Fayre each year. It may be that the Farmers Market could be held once a year and incorporated with this fair. Staff time should be available to organise this event.

Only one or two Councillors visit any of the markets on a regular basis, only one being a member of this committee.

The next market is to be held on 17th June 2022. The average number of stalls at a market is 27 but at the time of this report only 10 stall holders have paid for the forthcoming market thus indicating their attendance. Out of the 10 stalls, only 3 are food related. At every market, several stalls will just not turn up without prior notification of cancellation. At the last market, 4 stalls did not turn up on the day.

RECOMMENDATION

It is recommended that Leigh Farmers Market be cancelled with immediate effect due to dwindling support in all areas. If Councillors wish to explore the possibility of a relaunch, then it is recommended that they form a working group and staff can facilitate a meeting with stallholders.

[Agenda](#)

COMMUNITY & CULTURE COMMITTEE										
INCOME	Budget 2022/23	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2022/23	Expenditure	Balance	% Spent
Leigh Community Centre	£ 100,000.00	£ 13,912.09	£ 86,087.91	13.91%	Leigh Community Centre	£ 35,119.88	£ 53,150.00	£ 8,018.13	£ 45,131.87	15.09%
Friends of LCC					Community Centre Staffing		£ 148,000.00	£ 23,698.79	£ 124,301.21	16.01%
Allotments	£ 19,325.00	£ 1,812.50	£ 17,512.50	9.38%	Friends of LCC	£ 1,104.80		£ -		
Community Facilities	£ 3,900.00	£ 442.50	£ 3,457.50		Allotments	£ 11,680.47	£ 29,200.00	£ 1,153.12	£ 28,046.88	3.95%
Council H&WB Programmes	£ 4,750.00	£ 556.00	£ 4,194.00	11.71%	Community Facilities	£ 22,560.15	£ 23,275.00	£ 2,142.59	£ 21,132.41	9.21%
Environment Facilities & Services	£ -	£ -			Council H&WB Programmes	£ 14,625.90	£ 21,600.00	£ 4,960.52	£ 16,639.48	22.97%
					Environment Facilities & Services	£ 12,290.00	£ 35,675.00	£ -	£ 35,675.00	0.00%
					Community Partnership Programmes	£ 7,500.00	£ 6,250.00	£ 246.25	£ 6,003.75	3.94%
					Community Services Funding	£ 11,384.00	£ 5,700.00	£ -	£ 5,700.00	0.00%
					Committee Staffing		£ 15,250.00	£ 2,141.22	£ 13,108.78	14.04%
TOTAL COMMITTEE INCOME	£ 127,975.00	£ 16,723.09	£ 111,251.91	13.07%	TOTAL COMMITTEE EXPENDITURE		£ 338,100.00	£ 42,360.62	£ 295,739.38	12.53%