



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 of the committee are summoned to attend a meeting of the
COMMUNITY & CULTURE COMMITTEE
of Leigh-on-Sea Town Council
on **Tuesday 16th August 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 Mulroney (Chairman), James Preston and Andy Wilkins

Helen Symmons

Helen Symmons PSLCC
Town Clerk
11th August 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. CHAIRMAN AND HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE COMMUNITY & CULTURE COMMITTEE 14TH JUNE 2022
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 6

LEIGH COMMUNITY CENTRE

7. FACILITIES REPORT **DECISION ITEM**
 - Quotes are being obtained following receipt of the detailed design for the remedial works to the rear walkway.
 - Room 8 has been re-decorated. Room 5 is next on the list to decorate.
 - The five-year electrical conditions survey of the building will be undertaken imminently.
 - The annual operational risk assessments are being reviewed.

8. BOOKINGS REPORT

Bookings made at Leigh Community Centre 1st April to 31st July

2018	1505	£39,039
2019	1460	£44,485
2020	0	£0
2021	805	£24,733
2022	1238	£42,193

It is encouraging that booking levels are heading towards pre-covid levels.

9. LORNA & LOTTIE'S REPORT

Second quarter figures for 2022:

	Income	Wages inc on costs	Café Supplies	Admin	Total	Gross profit	Misc	Commissionable profit	Commission
April	£5,778.00	£3,915.00	£1,375.00	£169.00	£5,459.00	£319.00	£159.00	£160.00	£80.00
May	£6,578.00	£4,128.00	£1,708.00	£165.00	£6,001.00	£577.00	£168.00	£745.00	£372.50
June	£6,641.00	£3,830.00	£1,675.00	£170.00	£5,675.00	£966.00	£240.00	£726.00	£363.00

A further quarter's commission of £815.50 is now due to us. July and August are likely to be loss making months though with school holidays and the heatwave having an effect on bookings.

10. ARTS GROUP REPORT ([Appendix 2](#) plus Confidential Appendix in view of inclusion of a confidential minute)

At full Council in July it was **RESOLVED** that C&C Committee would review the structure and terms of reference for the group.

The Town Clerk has researched the history of the formation of the group and extracts of agendas and minutes will be sent to members of the committee as follows prior to this meeting:

Agenda item 21 – E&L Committee 20th October 2015

Minute 64 – E&L Committee 20th October 2015

Minute 59 Confidential Report – CF Committee 1st December 2015

Report 2578 – Arts PDG 14th December 2015

The report of the latest Arts Group meeting is at [Appendix 2](#) page 7

ALLOTMENTS

11. 2022/23 WATER CHARGES **DECISION ITEM**

Water charges based on bills from 2021/22 and deficits/surpluses from 2020/21 have been calculated and will be as follows (previous years charge in brackets):

	FULL PLOT	HALF PLOT	STARTER PLOT
MDAS	£18.00 (£10)	£9.00 (£5)	£6.00 (£3.50)
LEIGH	£12.00 (£14)	£6.00 (£10.50)	£4.00 (£9)
MARSHALL CLOSE	N/A	£15.00 (£30)	£7.50 (£15)

The allotment administration system enables us to calculate the charges accurately year on year.

12. 2023/24 RENT CHARGES **DECISION ITEM**

In a full Council meeting in July 2017, following a proposal (Cllr Morgan, seconded Cllr Forde) the Council **RESOLVED** an amendment to the recommendation of E&L that with effect from October 2018 an annual percentage increase of 4% to the nearest 50p be applied year on year as standard to allotment rents until the allotment budget breaks even.

In this time allotment rent for a full plot has risen from £53 to £64 (September 2022). In recent years, many changes have taken place at the allotment sites as well as a new administrative system being introduced by the Council. Both have improved efficiency and the amount of time required to manage and administer the allotment sites. Additionally, this year a further 30 plots have been created/refurbished to enable a higher number of residents access to this Council facility. Through careful budgeting, an earmarked reserve has accrued to cover maintenance and capital expenditure costs that occur from time to time. It is therefore predicted that in 2023/24, there will be an operational breakeven.

It is therefore **RECOMMENDED** that the 4% annual percentage increase is now halted with no rise in allotment rents for 2023/24.

Rent reviews will commence again on an annual basis in June 2023 (tenants have to be given a year's notice in September of any rent increases for the following allotment year).

13. ALLOTMENTS UPDATE **DECISION ITEM**

Manchester Drive Allotments

Following the annual cultivation inspection, 25 cultivation notices were sent to plot holders allowing them 6 weeks to improve their plots and show evidence that cultivation had commenced. On further inspection after this time, only 6 had shown no sign of cultivation and therefore termination notices were sent. These plots will be re-let imminently.

Over the whole of the site, 30 additional allotment plots have been let. Some of these were incredibly over grown plots that have been reinstated.

Two bee hives have been re-instated on the Leigh side of the site following qualification of two plot holders following the Council's bee policy.

On the Leigh site, a group of plot holders wish to develop an overgrown plot for a community plot to provide fruit and vegetables to the foodbank. In line with the Council's strategic plan, one of the actions for Council is to be open to community initiatives at the allotment sites. This is the first initiative presented to Council and it is **RECOMMENDED** that it be approved with the cost of the annual rental and water charge for the plot allocated to the Emergency Community Fund (£76 for 2022/23).

Marshall Close

Essential tree works to three willow trees will be undertaken imminently by the Council's approved contractor at a cost of £1,660. This is within the pre-authorized budget for allotments.

COMMUNITY FACILITIES

14. SKATE PARK

Remedial work has been undertaken and will be ongoing with assistance from the community team at the allotment site.

The street snooker target game has been installed in the MUGA area.

15. STRAND WHARF

FOLLG have kindly provided suggestions with regard to improved planting. This will be sourced and undertaken. Two further memorial plaques are being installed following donations.

16. PADDLING POOL

Southend City Council have been advised that funding is available for the future proofing and dredging works and the Town Clerk will follow this through to conclusion. Works will not commence until April 2023.

HEALTH & WELLBEING PROGRAMMES

17. EVENTS

The community centre will be decorated for Gold Geese awareness month in September.

Due to various factors, it has not been possible to consider any Christmas activity at present. There is also the consideration that based on previous years lack of volunteers, staff will in the main be the ones opening and locking Library Gardens from the end of November through to 6th January and beyond if dismantling of the lights in the gardens takes longer. This will also include Christmas week when staff are actually on statutory and bank holiday leave.

18. FARMERS' MARKET ([Appendix 3](#)) page 8

The report of the Farmers' Market Working Party is at Appendix 3. Nothing further has been heard from the stallholders group. The Town Clerk will provide a verbal report at the meeting with regard to staff comments on the report.

19. COMMUNITY TRANSPORT AND SOCIAL CLUB

The social club has continued throughout summer and thanks are extended to the volunteers who have assisted enormously during staff annual leave. A full trip programme is planned from September.

20. CHILDREN'S SCHOOL HOLIDAY PROGRAMME

Two events have been arranged. Gold Geese theme arts and crafts which was free to attend and provided by Leigh Art Society. There were two sessions both fully booked. The other event will take place 23rd August and is a drama workshop provided by local author Izzy Bee. Spaces are still available and a charge of £5 per child is necessary to assist with costs.

Thoughts have already turned to October half term and the Town Clerk hopes to connect a workshop session at the Centre with Southend City's Halloween parade by enabling children to make something to carry when attending the parade.

ENVIRONMENT FACILITIES & SERVICES

21. COUNCILLOR LITTER PICKS

Since the change in programme, only one councillor undertook a litter pick in July. Councillors must complete a return form for Make Southend Sparkle when undertaking any litter pick as details have to be sent monthly to the City Council under this programme.

22. CHRISTMAS LIGHTING

The electrical pillar and tree socket are now installed. Column testing will commence imminently.

COMMUNITY PARTNERSHIP PROGRAMMES

23. SPECIAL CONSTABLES

Special Constable Imbush is at 86% of the portfolio training and it is hoped that he will be deployed fully to the Leigh Town Council area in 2 months.

24. YOUTH CLUB AND YOUTH FORUM

The youth club traditionally closes during the Summer holiday. It is hoped that it will recommence in September if the staffing structure is in place.

The Youth Forum have provided articles for the next edition of the magazine.

COMMUNITY SERVICES FUNDING

25. FIRST AID POST

Whilst Southend City Council never responded with further details of the shared space that is planned for the First Aid post within the new building, the Town Clerk spoke with the St John Ambulance Cadet leader and she seemed hopeful that it would work. It is a facility that they are still keen to work from as it provides great experience for the cadets.

FINANCE

26. COMMITTEE BUDGET REPORT 2022/23 ([Appendix 4](#)) page 10



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Arts Group Meeting Notes – July 2022

In attendance:

Cllrs Mulrone (Chairman), Forde, Gilson and Mills

Co-opted Members Kerry Doyland, Susan Smith, Vivien Rosier

Guest Members Maddi Crease, David Lintine

Officer Helen Symmons

Apologies: Malcolm Blake-Lawson

1. LISTENING ROOM

The project started in September 2021 and is the 2nd Wednesday each month. It has been a little challenging to book feature sets at times but there is a good regular crowd attending and a community minded evening. Maddi said that she enjoys organising it. Whilst it is dominated by poetry, story tellers and musicians have attended. The age group the evening is recommended for is over 16's. Whilst Maddi starts Uni in September, she has said she will continue but may need assistance at times. It is planned to keep the feature set going.

2. ARTIST IN RESIDENCE REVIEW

The artists confirmed they had started their free workshop events with the one held already being oversubscribed. The scholarship scheme is still running with one student a month. That said Susan did hold 2 sessions for 20 A level students and plans to go out in October again to schools offering a life drawing session as it is not something they experience at A level.

There was a general discussion about the AIR scheme and all felt a year was long enough; the facility should be offered at no charge and it would be ideal to make contact with the University/colleges with perhaps the idea to call it a Fellowship.

3. STAFF IDEA

As per Room 6, staff felt it would be nice to include an art feature in each room. This was noted with possibility the idea to get some youth involved.

4. THE ARTS GROUP BRIEF

The Chairman provided an update with regard to the review of the terms of reference. There is a C&C meeting in August and thereafter would hold another Arts Group meeting to let the group know of the outcome and this would give the opportunity for ideas to be submitted to the Committee in October.

[Agenda](#)



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Report 2790/VC

FARMERS' MARKET REPORT JULY 2022

LTC Farmers market Working Party via zoom 04/07/2022

Present

Cllr's: Cowell (chair), Gilson, Mills, Preston, Evans, Wilkins

Farmers Market rep's; Anne & Margaret

Apologies were given from other stall holders as there was an event clash.

Meeting start: 19:30pm – meeting end 20:23

Discussion:

Budget of £700 initially which may raise in time depending on staff involvement going forward.

Ann & Margaret would like LTC to continue with the documentation and taking money from stall holders.

All councillors in agreement of the rebranding and new direction of the market.

Anne and Margaret raised the following:

Stall holders haven't actively been sought yet as they wanted to run through ideas with LTC first and then they will start the search for new traders and confirm return of previous sellers.

Purpose of market & rebranding: Anne & Margaret feel farmers is outdated and a rebrand positive with relaunch. Change of direction of market to have food as its main attraction but heavy eco / sustainability angle to encourage a new possibly younger shopper. Key words for relaunch, produce, sustainability, local. Margaret has noted a few markets like this have been successful locally. Emphasis on local produce as with cost of living crisis they feel more people will shop locally.

Market Date: still aiming on September return. Saturday market a possibility conditional on LTC availability and agreement of majority stall holders. Some Saturday markets have ceased so freeing up traders. Hockley market hosts every 2nd Saturday of the month.

Action: Ann will confirm date with stall holders and LTC after further discussion

Banners: would like to have more in prominent places. Suggestion of Wesley Church, Chalkwell or Belfair's park. Discussion with Cllrs around permissions for this and more information would be needed from SCC & highways dependent on location. Cllr Mills suggested Leigh Road Baptist church for location as they are eco minded and host cco events. Ann suggested Cllrs help with banners with ward cllrs taking responsibility for banner in their area. Discussion around suitability & continuity of this. Agreed a call to volunteers would be made which could include cllrs if they wish. Banner placement would become full responsibility of market traders

Action: Ann will ask for volunteers through the farmers market network. Would like LTC to assist with volunteer call also – asking Cllrs

Leaflet and online promotion: Ann feels good success with drawing up leaflet and sending to a chosen postcode in the area a week before market. Postcode changes each time to encourage a new set of attendees. Ann can design and print leaflet if required but would welcome LTC support. Ann will take ownership of leaflet distribution. Social media promotion by LTC also still wanted.

Action: Ann will liaise with Helen (LTC) re design of leaflet and social media support.

Stalls & community engagement: Want to introduce guest speakers & demonstrations from stall holders or other community partners / groups that fit the market ethos such as FOLLG, FOLC, SCC to talk about biodiversity, teracycle holding a stall and talks, demonstrations to be held outside the community centre if possible to encourage people in. Cllr Wilkins floated idea of having music in the hall and inviting local artists to play, building on success of Leigh Folk Festival. Ann & Margaret positive about this and have seen it work elsewhere ,noise levels and positing considered – possibly foyer for music?

Action: Ann will source and compile rotation of guest speakers and entertainment- frequency to be decided and drawn up in a calendar of events that they will create . Any support from LTC with suggested partners or contacts welcome.

[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	£ 35,549.84	£ 64,450.16	35.55%	Leigh Community Centre	£ 35,119.88	£ 53,150.00	£ 17,069.19	£ 36,080.81	32.12%
Friends of LCC		£ 30.00			Community Centre Staffing		£ 148,000.00	£ 45,038.66	£ 102,961.34	30.43%
Allotments	£ 19,325.00	£ 2,056.00	£ 17,269.00	10.64%	Friends of LCC	£ 1,104.80		£ 49.27		
Community Facilities	£ 3,900.00	£ 1,635.83	£ 2,264.17		Allotments	£ 11,680.47	£ 29,200.00	£ 3,832.16	£ 25,367.84	13.12%
Council H&WB Programmes	£ 4,750.00	£ 848.00	£ 3,902.00	17.85%	Community Facilities	£ 22,560.15	£ 23,275.00	£ 18,927.07	£ 4,347.93	81.32%
Environment Facilities & Services	£ -	£ -			Council H&WB Programmes	£ 14,625.90	£ 21,600.00	£ 8,933.33	£ 12,666.67	41.36%
NB - Grant recd £12,500 (under F&G)					Environment Facilities & Services	£ 12,290.00	£ 35,675.00	£ 5,249.87	£ 30,425.13	14.72%
Grant recd £2585 (under F&G)					Community Partnership Programmes	£ 7,500.00	£ 6,250.00	£ 331.25	£ 5,918.75	5.30%
					Community Services Funding	£ 11,384.00	£ 5,700.00	£ -	£ 5,700.00	0.00%
					Committee Staffing		£ 15,250.00	£ 3,720.43	£ 11,529.57	24.40%
TOTAL COMMITTEE INCOME	£ 127,975.00	£ 40,119.67	£ 87,855.33	31.35%	TOTAL COMMITTEE EXPENDITURE		£ 338,100.00	£ 103,151.23	£ 234,948.77	30.51%