

# **LEISURE AND COMMUNITY COMMITTEE AGENDA**

**For a Meeting to be held at 7.30p.m. on  
Wednesday 15th September 2021**

**at Champions Manor Hall, Hullbridge Road,  
South Woodham Ferrers**

**Membership:**

**Councillor Crosbie (Chairman)  
Councillor Humphrey (Vice-Chairman)**

Councillor Massey  
Councillor Bentley  
Councillor Lobar  
Councillor Lake

Councillor Wilson  
Councillor Miller  
Councillor Thompson

Councillor Kelly  
Councillor Burman  
Councillor John

***Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. At the beginning of the meeting there is an opportunity for you to make representations, answer questions and give evidence in respect of any item covered by the Committees Terms of Reference. If you have any queries, please telephone the Town Clerk on 01245 321817.***



**Karen Hawkes BSc (Hons)  
Town Clerk  
09<sup>th</sup> September 2021**

**1. Apologies for Absence**

To RECEIVE and ACCEPT any apologies for absence.

**2. Dispensation considerations**

To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

**3. Declarations of Interest**

Any Member declaring an interest is asked to state whether this is a pecuniary or Non - pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.

**4. Confirmation of Minutes**

To APPROVE the minutes of the meeting held on 21<sup>st</sup> July 2021 as a true record.

**5. Public Questions**

In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item of business covered by the Committees Terms of Reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.

**6. Budgetary Position**

To receive the current budgetary position as at 31<sup>st</sup> August 2021

**7. Bowls Club**

To note tenders received for the replacement bowls green, CIF grant for £10,000 has been applied for. At the time of setting the agenda the tender process is still open, Town Clerk to circulate information to members by Tuesday 14<sup>th</sup> September. Budget request to be considered by Policy and Resources Committee on 20<sup>th</sup> October 2021 if projected is agreed in principle.

**8. Naming of The Uniformed Youth Road**

Following correspondence from Chelmsford City Council, confirmation has been received that the Town Council can request a name and postcode for this road. Uniformed Youth Groups to be contacted for suggestions.

**9. WAA Allotment Lease**

Current lease with the allotment association is due to expire on 1<sup>st</sup> July 2022, association are currently unable to apply for grants due to the short timescale left on the lease. Members to review the current lease and consider any appropriate amendments. Current lease attached to the agenda, lease need to reflect current lease charges and the transfer of funds to an earmarked reserves. Members to consider any other changes.

**10. Annual Awards / Civic Reception**

As agreed at Council on 1<sup>st</sup> September, members to discuss format and timeframe of the proposed awards and event. Budget proposal to be circulated at the meeting, requested to be considered by the Policy and Resource Committee on 20<sup>th</sup> October.

**11. Events:**

**Sub – committee:** Request for the events sub-committee to become a working party

**Halloween Event**

- To discuss ideas for a Halloween Event to be held at Champions Manor Hall on Thursday 28<sup>th</sup> October 21 12-2pm.

**Christmas Fayre**

- Committee to consider whether to proceed with the Christmas Fayre for 2021
- To consider any amendments for the 2021 event

**The Queens Platinum Jubilee Celebrations**

- To discuss ideas and begin arrangements for the celebrations of the Queens Jubilee weekend 2-5<sup>th</sup> June 2022.

**12. Gardening on Prescription**

Town Clerk to give a verbal update on the project.

**13. Youth Club**

To consider and agree a recommendation from the Youth Working Party meeting on 31<sup>st</sup> August 21 that the Youth club reopens after the half term Break in October 21 and to ask the Council to continue to finance the use of the Champions Manor Hall for the rest of this council year.

**14. Play in the Park**

To note report and attendance for the Play in The Park events at Saltcoats Park 2021.

**15. Report To Council**

To agree items to report to the next Council meeting on 16th November 2021.

**16. Media Coverage**

To consider whether any items on this Agenda warrant a Media release, and, if so, to agree a Councillor to comment if applicable.

**17. Next Meeting**

The next meeting of the Leisure Committee will be held on Wednesday 17th November 2021 7.30pm.

**Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.**

## Detailed Income &amp; Expenditure by Budget Heading 31/08/21

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>200 Leisure General</b>							
1076 Precept	61,100	0	67,100	67,100			
1200 Allotment Income	300	0	316	316			
1205 Bowls Club Income	0	0	3,935	3,935			
1210 Christmas Lights Income	5,100	0	5,100	5,100			
Leisure General :- Income	<b>66,500</b>	<b>0</b>	<b>76,451</b>	<b>76,451</b>			<b>0</b>
4500 Play Schemes	1,325	435	2,750	2,315		2,315	
4505 Open Spaces Maintenance	3,509	585	4,000	3,415		3,415	
4506 Open Spaces Maint. (John Cox)	8,541	3,461	12,000	8,539		8,539	
4508 Marsh Farm Road Allotments	275	0	316	316		316	
4510 Play Area Running Costs	3,509	333	3,500	3,167	653	2,515	
4515 Swimming Pool Subsidy	10,000	0	10,000	10,000		10,000	
4520 Bowling Green Maintenance	930	0	1,500	1,500		1,500	
4525 Bowling Green Sinking Fund	0	0	3,935	3,935		3,935	
4530 Christmas Lights	24,411	9,649	25,000	15,351		15,351	
Leisure General :- Indirect Expenditure	<b>52,501</b>	<b>14,463</b>	<b>63,001</b>	<b>48,538</b>	<b>653</b>	<b>47,885</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>13,999</b>	<b>(14,463)</b>	<b>13,450</b>	<b>27,913</b>			
6000 plus Transfer from EMR	3,038	0					
6001 less Transfer to EMR	1,245	0					
<b>Movement to/(from) Gen Reserve</b>	<b>15,792</b>	<b>(14,463)</b>					
<b>210 Bandstand</b>							
1230 Bandstand Income	30	112	500	388			
Bandstand :- Income	<b>30</b>	<b>112</b>	<b>500</b>	<b>388</b>			<b>0</b>
4600 Bandstand Expenditure	270	0	600	600		600	
Bandstand :- Indirect Expenditure	<b>270</b>	<b>0</b>	<b>600</b>	<b>600</b>	<b>0</b>	<b>600</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(240)</b>	<b>112</b>	<b>(100)</b>	<b>(212)</b>			
<b>250 Community Events</b>							
1250 Christmas Fayre Income	0	0	2,500	2,500			
1251 Senior Citizens Christmas lunc	0	0	200	200			
1252 Champions Film Club Income	0	0	600	600			
1253 Childrens Christmas party Inc	0	0	400	400			
1310 Youth Club Income	500	0	0	0			
Community Events :- Income	<b>500</b>	<b>0</b>	<b>3,700</b>	<b>3,700</b>			<b>0</b>
4350 Youth Club Expenditure	43	0	1,000	1,000		1,000	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/21

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4651 Christmas Fayre Expenditure	1,377	28	11,000	10,972		10,972	
4652 Champions Film Club Expenditur	173	0	1,100	1,100		1,100	
4653 Senior Citizens lunch Exp	420	0	500	500		500	
4654 Fun the Bandstand	300	510	1,250	740	1,100	(360)	
4655 Arts Festival	29	0	1,000	1,000		1,000	
4656 Childrens Christmas party Exp	858	0	1,000	1,000		1,000	
4658 Promotional Items	0	0	200	200		200	
Community Events :- Indirect Expenditure	<b>3,201</b>	<b>538</b>	<b>17,050</b>	<b>16,512</b>	<b>1,100</b>	<b>15,412</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,701)</b>	<b>(538)</b>	<b>(13,350)</b>	<b>(12,812)</b>			
Grand Totals:- Income	<b>67,030</b>	<b>112</b>	<b>80,651</b>	<b>80,539</b>			
Expenditure	<b>55,971</b>	<b>15,001</b>	<b>80,651</b>	<b>65,650</b>	<b>1,753</b>	<b>63,897</b>	
<b>Net Income over Expenditure</b>	<b>11,059</b>	<b>(14,889)</b>	<b>0</b>	<b>14,889</b>			
plus Transfer from EMR	<b>3,038</b>	<b>0</b>					
less Transfer to EMR	<b>1,245</b>	<b>0</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>12,852</b>	<b>(14,889)</b>					

COPY LEASE  
ORIGINAL @ PALDEN'S

**THIS AGREEMENT** is made the 10<sup>th</sup> day of September 2002

**BETWEEN:**

- (1) **SOUTH WOODHAM FERRERS TOWN COUNCIL** of Oakland House, Reeves Way, South Woodham Ferrers, Essex, CM3 5XF (hereinafter called "the Council") and
- (2) **RICHARD ERNEST POWELL** of 19 Bickerton Point, South Woodham Ferrers, Essex, CM3 5YG and  
**ROGER JAMES SALE** of 8 Elronds Rest, South Woodham Ferrers, Essex, CM3 5WW  
being the present Trustees of the **WOODHAM ALLOTMENT ASSOCIATION** (hereinafter called "the Tenant")

**WHEREAS:**

The Council is the owner of the land edged red on the attached plan being all that land in South Woodham Ferrers in the county of Essex and situated on the west side of Marsh Farm Road having an area of 1.45 acres or thereabouts ("the Allotments") and wishes to let such land to Woodham Allotment Association ("the Society") which acts by its trustees

**NOW IT IS AGREED:**

1. The Council agrees to let and the Tenant agrees to take for a term of 21 years commencing on the 1<sup>st</sup> July 2002 the Allotments at a yearly rent of £200 (subject to review as hereinafter mentioned) payable in arrears the first such payment to be made on 30<sup>th</sup> June 2003
2. The rent shall be reviewed on 1<sup>st</sup> July 2008, 1<sup>st</sup> July 2013 and 1<sup>st</sup> July 2018 by Committee of the Council to such annual sum as the Council shall deem appropriate

3. Notwithstanding anything herein the yearly rent shall be reduced by one fiftieth for each plot both unlet at 30<sup>th</sup> June each year and for the two months preceding such date.
4. The Tenant covenants with the Council as follows:
  - 4.1 The Allotments are to be used for no other purpose than as allotments within the meaning of the Allotments Acts 1922 and 1950.
  - 4.2 Not to use the Allotments for the purpose of a market garden or any other trade of business.
  - 4.3 Not to use the Allotments for the rearing or keeping of any livestock.
  - 4.4 To pay to and indemnify the Council in respect of the total amount of water supplied to the Allotments, such payment to be made on the 30<sup>th</sup> June in each year.
  - 4.5 To effect public liability insurance of not less than 5 million pounds in respect of the Allotments and to produce the same if so requested to the Council for inspection.
  - 4.6 To inspect the boundary fences and hedges of the Allotments regularly and to report any damage or concerns to the Council without delay.
  - 4.7 To cleanse and scour any ditches, drains or culverts on and abutting the Allotments as often as shall be necessary and to the reasonable satisfaction of the Council.
  - 4.8 To ensure that the Tenant and the Society's members and persons visiting the Allotments do not park vehicles in Marsh Farm Road nor load or unload in that road.

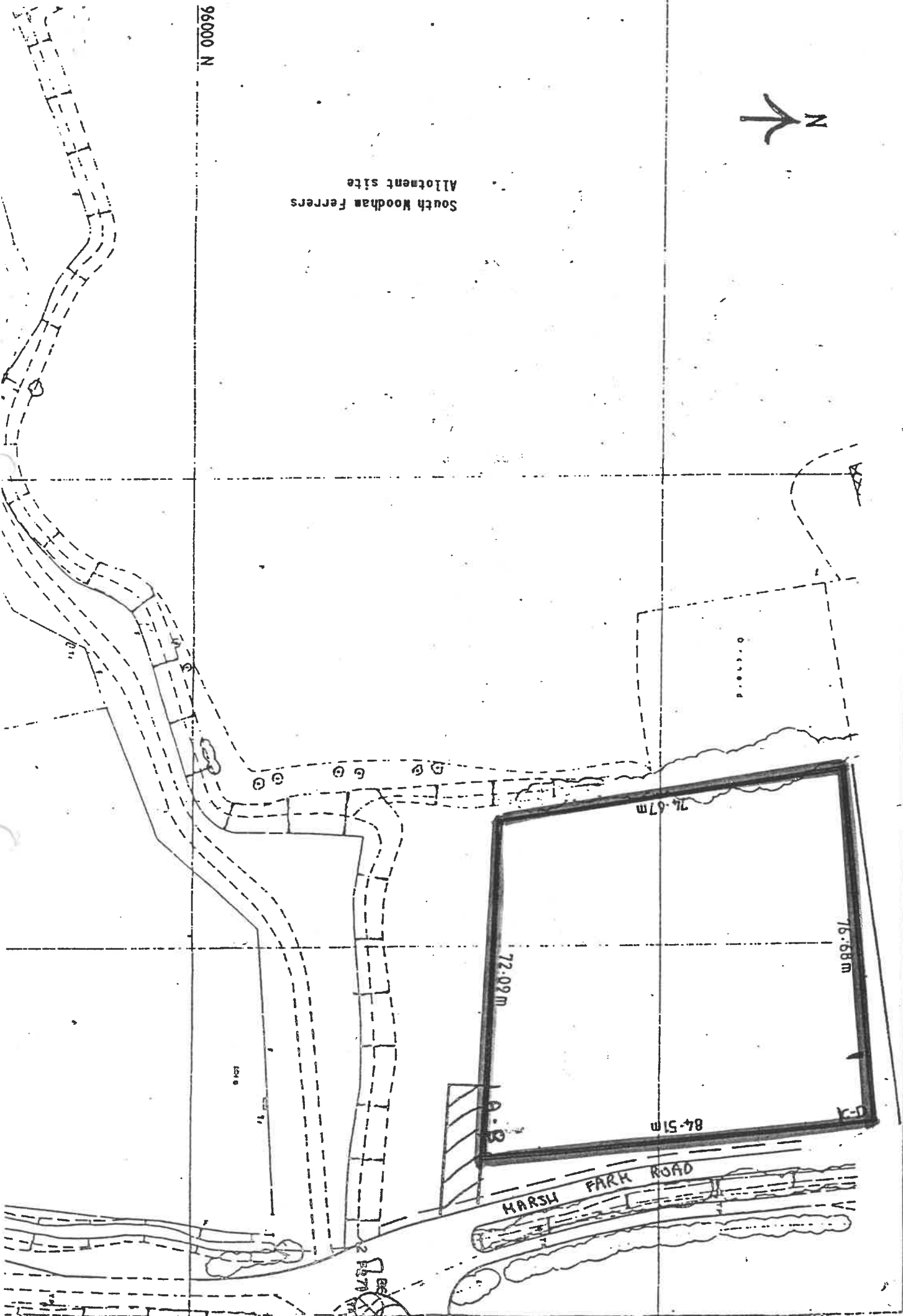
- 4.9 To ensure that no weeds, rubbish, litter or other debris escape from the Allotments or is dumped on to the adjoining roads and surrounding lands.
- 4.10 Immediately to report to the Council the discovery on the Allotments of any articles or things of value or antiquity fossils coins and other remains or things of geological historical or archaeological interest and to take every precaution to prevent such items being removed from the Allotments.
- 4.11 The Tenant shall be responsible for the complete day to day running of the Allotments and the Allotments shall be divided into plots as agreed between the Council and the Tenant and will be allocated by the Society to its members only residing in South Woodham Ferrers.
- 4.12 The Tenant shall be responsible for the fixing of and collection of individual rents from its allotment holder members.
- 4.13 No nuisance or annoyance shall be caused or permitted to the occupier of any land adjoining the Allotments.
- 4.14 No mineral gravel sand earth or clay shall be taken or carried away from the Allotments without the Council's consent.
- 4.15 Vehicular and pedestrian access to and egress from the Allotments shall only take place between the points marked "A" – "B" on the attached plan.
- 4.16 Access to and egress from the Allotments by pedestrians may also take place between the points marked "C" – "D" on the attached plan.





South Woodham Ferrers  
Allotment site

96000 N



4.17 Not to permit fly-posting upon the Allotments and to remove any notices unauthorised by the Council.

5. It is hereby declared:-

5.1 That any articles or things of value or antiquity fossils coins and other remains of things of geological or archaeological interest are hereby reserved to the Council and remain the property of the Council.

5.2 Any officer or agent of the Council shall be entitled at any time when so directed by the Council to enter and inspect the Allotments.

5.3 Where the Tenant comprises more than one person then such covenants are the joint and several covenants of such persons.

6. The Council permits the Tenant:-

6.1 to erect on the Allotments one communal storage hut the same to be maintained by the Tenant at all times in good and substantial repair to the satisfaction of the Council.

6.2 to erect one covered notice board on the Allotments for the benefit of the Society's members.

7. This Agreement may be determined:

7.1 By either the Council or the Tenant giving to the other 12 months' notice in writing expiring on or before 6<sup>th</sup> April or on or after 29<sup>th</sup> September in any year.

7.2 By re-entry by the Council at any time after giving three months' previous notice in writing to the Tenant on account of the land being required:

- 7.2.1 for any purpose (not being the use of the same for agriculture) for which they have been appropriated under any statutory provision, or
- 7.2.2 for building mining or any other industrial purpose or for roads or sewers necessary in connection with any of these purposes
- 7.3 By re-entry by the Council at any time after giving one month's previous notice in writing to the Tenant:
  - 7.3.1 if the rent or any part thereof is in arrear for not less than forty days whether legally demanded or not, or
  - 7.3.2 if it appears to the Council that the Tenant or any one or more of the Society's members have not duly observed the covenants on the part of the Tenant contained in this Agreement, or
  - 7.3.3 if any steps are taken for the dissolution of the Society or to alter its objects
- 8. Any notice required to be given by the Council to the Tenant may be given by sending by registered post or by recorded delivery service a written notice by the Clerk of the Council or other authorised office of the Council for the time being to the address of the Secretary for the time being of the Tenant or by affixing the same in some conspicuous manner on any one of the Allotments comprised in this Agreement and any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Secretary of the Tenant and sent by registered post or by recorded delivery service at the address at the head of this Agreement to the Clerk of the Council.

IN WITNESS whereof the parties hereto have executed this instrument as a Deed  
the day and year first hereinbefore written

EXECUTED AS A DEED by South Woodham Ferrers  
Town Council acting by


Ian Roberts

and James Thomas Barnett

being two of its Members  
in the presence of:-

Witness signature:

Witness Address:

  
14 Jonston Way  
Maida

Occupation:

Clerk of the Town Council

EXECUTED AS A DEED by the said  
Richard Ernest Powell

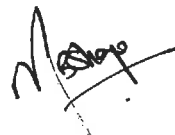
and Roger James Sale

being the present Trustees of the  
Woodham Allotment Association  
in the presence of:-

M. B. SHARPE

Witness signature:

Witness Address:

  
36 BICKERTON POINT  
SOUTH WOODHAM FERRERS  
ESSEX CH3 5HQ

Occupation:

BANK MANAGER

## PLAY IN THE PARK REVIEW

Firstly, thank you for your support during our summer Play in the Park scheme. This summer saw us return to near normal restrictions allowing us to open up the sessions to a far wider audience from the previous year. This meant we recorded an increase in overall attendances even compared to pre-covid years. We had just over 1,000 more attendees this year compared summer 2019. The total for this summer was 5,881.

In terms of your own sessions, please see below a breakdown of your attendance figures:

Wednesday 4<sup>th</sup> August AM – 116  
Wednesday 4<sup>th</sup> August PM – 93  
Tuesday 10<sup>th</sup> August AM – 95  
Tuesday 10<sup>th</sup> August PM – 99  
Monday 23<sup>rd</sup> August AM – 76  
Monday 23<sup>rd</sup> August PM – 75

General feedback about the scheme this summer has been positive. Please see below some examples:

- Amazing we have been to 4 so far and all been fab. Thanks guys – Katie (Facebook)
- We have had a brilliant time thanks staff are very good with all my kids 15,7,3 thanks – Stella (Facebook)
- Thank you for putting on these wonderful sessions over the holidays. My 9 and 5yr old have had such a great time. They even asked to come along to play and did not want to entertain any of my other ideas for days out. The staff at the sessions have all been so friendly and have kept the children completely entertained with the games they organised. My 9yr old has come away with some new friends and my 5yr old loved all the extras on offer especially team kinetixs and the slime. I now have 7 extra pots at home. The fact that these sessions are free, is such a great help also, as holidays can become rather expensive, so these sessions are a lifesaver when money can be a bit tight. Thank you to everyone involved in organising these and an extra thank you to all the staff at the sessions. I hope they enjoyed them as much as my children did. We look forward to coming along next year – (Suzanne Email)
- We enjoyed various sessions thanks for putting this on and thanks to the great staff (Helen – Facebook)
- Thank you so much for organising this. Thank you for all the staff. All the staff was so so friendly and welcoming (Lisa – Facebook)
- Attended 7 of these fab sessions. Mister b and the reptiles were our firm favs. Thanks for everyone who put this together for us. And the lovely people that allowed this to be happen u certainly put a smile on my little boys face (Katy – Facebook)
- My daughter had a fab time at the ones she attended. Thank you (Nikki – Facebook)