



Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

COMMITTEE ACTION PLANS 2016-2020

RESOLVED AT COMMITTEES AUGUST & SEPTEMBER 2016

REVIEWS – ANNUALLY FEBRUARY/MARCH THEN AUGUST/SEPTEMBER

TO BE PRESENTED TO FULL COUNCIL SEPTEMBER 2017

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 POLICY & RESOURCES COMMITTEE

Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
<p>Leigh Town Council News</p> <p>Develop the magazine to invite participation/dialogue on Council responsibilities etc</p>	<p>Build in comments/letters page.</p> <p>Encourage committees to involve and invite dialogue</p> <p>Build in method for Council website for site visitors to leave messages</p>	<p>By end of September</p> <p>End of May</p>	<p>Increase budget to reflect increase in cost for delivery and production.</p> <p>Website development budget implications</p>	<p>Still in consideration</p> <p>Budget increased for 2017/18</p> <p>Contributors has increased enormously</p> <p>New website in production to accommodate. Staffing issues have delayed process</p>	<p>Develop editorial board (5 members) with distinct roles for Cllrs in provision of articles from Council and community</p> <p>Cllr DM will aid office re website design</p>
<p>Volunteers</p> <p>Clarify roles and responsibilities for the volunteers, co-ordinator and office.</p> <p>Budget in place to pay co-ordinator.</p> <p>Revise job description and specification.</p> <p>Advertise and appoint a new co-ordinator</p>	<p>Meeting of Volunteer PDG</p> <p>Decision to be made on appointing a Volunteer Co-ordinator</p> <p>Advertise and appoint</p>	<p>By end of June</p>	<p>Review Pay and expenses for this role</p> <p>Cost item from appropriate budget stream</p>	<p>PDG decided not to re-appoint.</p> <p>Decision made to refer the need and activity to a specific Office staff member with responsibility for developing and involving volunteers to help and support Council activity and events as required</p>	<p>Role will be incorporated into the remit of Events & Projects Officer.</p> <p>Recruitment in place and Officer will liaise with Volunteer PDG</p>
<p>3 Year Action Plan</p> <p>Established and currently under trial period. The Strategic Aims should now be embedded</p>	<p>Town Clerk to work closely with new Chairmen to ensure the Action Plan is completed with sufficient</p>	<p>End of May</p>	<p>Potential impact on Training Budget</p>	<p>Completed although staffing issues have arisen so review not</p>	<p>Closer working relationship with Committee Chairmen to ensure review timetable met.</p>

<p>within the individual objectives and clearly identified.</p>	<p>detail to be used as a framework for the work of each committee</p> <p>Identify possible training needs</p> <p>Ensures set dates for Review are met and reported on</p>	<p>August/November/February</p>		<p>undertaken as promptly as intended.</p> <p>Training need identified in defining actions and reviewing</p>	
<p>Neighbourhood Plan Development</p>	<p>Review and Revise core strategy, Vision for Leigh, CCT & SBC plans</p> <p>Plan & implement series of workshops to develop outline proposal and actions to engage with community groups and individuals representing specific focus</p> <p>Establish Chairman's meetings calendar to co-ordinate activity</p> <p>Town Clerk to ensure set dates and review period are held and reported on.</p> <p>Training support needs for Cllrs introduced</p>	<p>To resolve ACM 2017</p> <p>End of November 2017</p> <p>For ACM 2017</p> <p>Ongoing as project develops</p> <p>Ongoing as project develops</p>			

Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
Build into the Review scrutiny of all service provision, inviting feedback from recipients/public, noting production costs, and identify savings	Propose to discuss at future committee meetings methods that could be adopted in undertaking this Strategic Aim	May/June	Aim to reduce budget, make savings where possible	Should be on future Agendas and acted upon	Annual March review
Review revise standing orders	In discussion with Town Clerk	Annually		Calendar for this item	

Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
Work with contributors to magazine to submit on time quality items and images.	Review and revise writing guide and distribute online and at receptions	By September	Photocopy cost	Writing guide reviewed and modified with each issue.	Office to produce short and simple feedback form for all LCC users/visitors and on events with regular reports to Council
Monitor volunteer roles and responsibilities through informal dialogue	At the time of the various support either for LCC or events use a proforma evaluation.	Ongoing		Volunteer roles no longer need inclusion on action plan.	
Develop evaluation proforma	VC to design and produce this	June/July	Photocopy cost	Confusion re reference to VC	

Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
Consider developing a Policy Document that proposed methods that involve the community participating in identifying what are the needs of the Town	If agreed develop the policy	October Annually	Aim to reduce budget, make savings where possible	This is likely to be covered by NHP.	Consideration for consultations, resident, business & visitor feedback. Look at ways forward for effective methodologies.

REVIEW COMPLETED MARCH 2017

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020

COMMUNITY FACILITIES COMMITTEE

Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
<p>Leisure Development Project</p> <p>Engage with the public in the development and implementation</p>	<p>Advertise and enrol suitable local residents and service users to the development and implementation groups</p>	<p>With immediate effect and continuing throughout project</p>		<p>Achieved and continuing</p>	<p>Further consultation when appropriate</p>
<p>Community Centre refurbishment</p> <p>Engage with the public in the development and implementation of the future refurbishment</p>	<p>Advertise and enrol suitable local residents and service users to the development and implementation groups</p>	<p>With immediate effect and continuing throughout project</p>		<p>Consultation recommended with regard to any major restyling</p>	<p>Consultation when appropriate</p>
<p>Services</p> <p>Communicate plans and aspirations and consult where appropriate to ensure services provided are required</p>	<p>Inform local press of projects at an early stage and implement formal consultations utilising LTC news, website and other media</p>	<p>As appropriate</p>		<p>Undertaken when appropriate</p>	

Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
Capital Assets					
Maintain and improve particularly skate park and Strand Wharf	Carry out full safety survey of assets and review scheme of regular safety and maintenance checks	Surveys and review to be reported at October meeting		Town Clerk and Facilities Manager undertaking appropriate operational risk reviews and H&S checks	Amend plan to include paddling pool
Maximise the utilisation and benefit of existing assets	Continue existing program for CC and further marketing and development by CC administrator.	Ongoing		Paddling pool to be dredged	Facilities Manager to inspect Bonchurch Gym with a view to advising SBC if any issues
	Develop promotion of use of skatepark and Strand Wharf	3 months		Strand Wharf works all complete – promotion and use achieved.	Skate park priority of LDSC but promotion on hold until refurbishment complete
Develop a refurbishment and development plan for Community Centre and to implement these works	Establish a refurbishment group/SC.	3 months		Marketing officer now in place	
	Review staffing requirements for major projects	As required	£5000	Sub-committee formed	
	Professional consultation	6 months	£2000		
	Finalise business plan utilising intern	12 months		Staffing implemented	On going and awaiting further information. Sub-committee will be called as soon as possible
	Develop and finalise scheme of refurbishment	12 months		Taking place	
	Identify and secure funding	3 years		Intern scrapped and budget removed	
Leisure Development – consider outdoor activity area on Leigh Marshes	Implement refurbishment scheme	Report October	£2000	Internal repair programme n/a as yet	

Minor works	Establish development group/SC Carry out feasibility study and local survey Review staffing requirements to support and implement scheme To continue to review and consider opportunities for minor schemes and be flexible to developing needs such as continuation of local services if withdrawn by principal authority	Meeting 3 months PDG to meet at least 6 months to audit and review		Sub-committee formed Research undertaken – skatepark is priority Staffing in place This section not relevant to Action plan	Ongoing Delete from action plan
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Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
Via membership of other bodies to encourage local provision and by engagement of local principal authority members to ensure maximum provision for Leigh	Continue support and membership of local bodies and provide support and assistance to these bodies as required. To establish and maintain good working relationships with PA	Ongoing	£500	This section not relevant to Action plan	Change objective to: Assist with development of other bodies through community engagement and liaison Change action to: Review working arrangements

Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
CFC supports work of other committee and Council by	Chairman to engage with other Chairmen and report back	Ongoing		Chairman's Forum will assist.	

providing and maintaining physical assets		Ongoing			
Interact with SBC					
Consideration of a NHP					

REVIEW COMPLETED JULY 2017

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 E & L COMMITTEE

Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
To engage proactively with the community by gathering feedback on council activities and events in order to respond positively and tailor and/or initiate subsequent events more closely to that feedback	Continue with, and review, relevant PDGs and community forums (events, tourism, community transport) Consider the need for other community forums Allotments – quarterly meetings between Allotment Forum and LTC officer	On-going	Overall E&L budget	Surveys have been undertaken with regard to Summer Series on Strand Wharf. Environment PDGs with SBC & Veolia. Chairman has attended Veolia Community Group Ongoing meetings with AALG	

Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
To work collaboratively with the LCC staff to monitor objectives, budget and expenditure in the light of feedback	LCC staff to report to E&L meetings on response to feedback on events/activities and to offer recommendations for consideration. Leigh Lights - continue with refurbishment of lights, introduce max 10 new pieces, renew 3 year	Ongoing Contract expires January 2019	Overall E&L Budget Easter 2018/19 budget £1,000 £10,000	Easter programme survey reported to E&L in June Further pieces ordered to complete Broadway section	Easter Event to be part of holiday programme Continue with refurbishment add £5,000 to capital lighting programme 2018/19

	<p>installation and storage contract</p> <p>Community transport scheme – to continue to offer trips to the elderly and/or disabled residents within LTC boundary. Advertise in LTC Newsletter to encourage participation from other residents.</p>	Ongoing		<p>Staffing in place and programme has recommenced August 2017</p> <p>Article in December 2016 newsletter has encouraged better uptake of trips</p>	
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Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
To initiate and strengthen communication and relationships with voluntary, statutory and commercial organisations (for example, 'mums and toddler groups', schools, churches, etc) to encourage collaborative engagement in town events	<p>Advertising on community website, council newsletter (2xyear)</p> <p>Articles in LTC Newsletter to highlight events/activities targeted at specific groups (either as reports on what has happened or to raise awareness of activities at LCC) + invitation for any other groups to contact LCC</p>	Approx 2 months prior to newsletter release in Dec/June	Overall E&L Budget	<p>Website is live and response positive including contact through it.</p> <p>MO is now active in working on Magazine with the Editor and assisting in sourcing articles</p>	<p>Consider once developed</p> <p>Ongoing</p>

Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
<p>To ensure that LTC events and activities are effectively and widely publicised for the benefit of the town and the community</p>	<p>Providing a platform for local groups at town events – circulate information of events to groups using LCC and provide information to local press on up-coming events with an invitation to other local groups to contact LCC for further information.</p> <p>Farmers’ Market – to continue with monthly markets and to consider ways of encouraging better trader participation and an increase in customers</p>		<p>Community initiatives budget/good for Leigh budget</p> <p>Additionally budgeting £1793 staff cost 2017/18 £3739 staff cost 2018/19</p>	<p>EPO involved groups at Summer Series on Strand Wharf and social media is aiding further contact</p> <p>LTC staff are now undertaking organisation and marketing of markets</p>	<p>Staff cost is now applicable and will be reflected in financial monitoring</p>

UNDER REVIEW AUGUST 2017