



# Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Pat Holden  
Vice Chairman: Cllr Carole Mulroney  
Town Clerk: Paul Beckerson

26<sup>th</sup> April 2012

Notice is hereby given that the next meeting of the **Strategy and Town Plan Sub-Committee** of the Leigh-on-Sea Town Council will take place on **Tuesday 1<sup>st</sup> May 2012 at 7.30 pm** at the Town Council office 67 Elm Road, Leigh-on-Sea, when it is hoped to transact the following business.

## AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF MEMBERS' INTERESTS
3. TO APPROVE MINUTES OF THE 28<sup>th</sup> March 2012
4. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960  
  
That in view of the confidential nature of the business to be transacted the public and press be excluded and they are instructed to withdraw (SO.1(c)) - (contractual)
5. COMMUNITY CENTRE WORKING PARTY MINUTES – 3<sup>rd</sup> April 2012 Report 2035/LCCWP (Appendix 1)
6. COMMUNITY CENTRE WORKING PARTY MINUTES – 17<sup>th</sup> April 2012 Report 2037/LCCWP (Appendix 2)
7. COMMUNITY CENTRE WORKING PARTY MINUTES – 24<sup>th</sup> April 2012 Report 2043/LCCWP (Appendix 3)
8. DATE OF NEXT MEETING

Town Clerk  
26<sup>th</sup> April 2012

**Any member who is unable to attend the meeting should give their apologies in advance of the meeting.**



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Report 2035/LCCWP

## COMMUNITY CENTRE WORKING PARTY 3<sup>rd</sup> April 2012

Present: Cllrs Richard Herbert (Convenor), Jerry Holden, Pat Holden, Paul Lawrence and Carole Mulroney

In Attendance: Cllr Syrie Cox, Paul Beckerson (Town Clerk)

### *The meeting opened at 2.00pm*

#### 26. APOLOGIES

Mr John Gayner

#### 27. DECLARATIONS OF MEMBERS' INTERESTS

There were none.

#### 28. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

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#### **Start of Confidential Business**

#### 29. IMPLEMENTATION PLAN (Confidential Appendix 1)

Members went through the plan allocating tasks to named individuals.

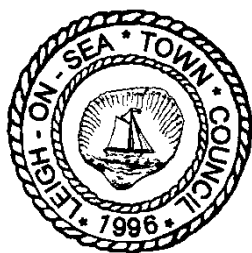
#### 30. FUNDING FOR 2012-13

A general discussion on funding took place and it was **agreed** that further advice be sought, from SLCC, EALC and to continue the dialogue with SBC.

It was **agreed** that the revised figures presented at the meeting be used as a basis for further discussion pending more precise information.

#### **End of Confidential Business**

*The meeting closed at 4.00pm*



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Report 2037/LCCWP

## COMMUNITY CENTRE WORKING PARTY 17<sup>th</sup> April 2012

Present: Cllrs Richard Herbert (Convenor), Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker and Patsy Ryan.

In Attendance: Cllrs Syrie Cox, Geoff Crawford and Donald Fraser

### *The meeting opened at 6.30pm*

#### 31. APOLOGIES

Paul Beckerson (Town Clerk)

#### 32. DECLARATIONS OF MEMBERS' INTERESTS

None.

#### 33. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

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### **Start of Confidential Business**

#### 34. HEADS OF TERMS

The draft Heads of Terms as approved by Council on 11th April had been accepted by SBC without amendment and a formal lease would now be drawn up.

#### 35. BUILDING NEEDS

A program of minor building work was needed. This program would be split into priorities initially focussing on work which should be completed before the formal opening on 1st September 2012. A draft Schedule of Building Works was discussed and is attached as Appendix 1. Cllrs Paul Lawrence and Geoff Crawford would make an initial cost assessment.

#### 36. APPLICATIONS FOR GRANT FUNDING

Cllrs Syrie Cox and Donald Fraser would proceed to prepare an application to a funding body.

#### 37. FUNDING

An assessment and funding plan was laid before the Working Party (Confidential Appendix 2) and the Working Party agreed to pursue the inquiries outlined in section D of the cash flow.

The Working Party **RECOMMENDED** to Finance and General Purposes Committee, through the Strategy and Town Plan Sub Committee, that

**The Council should use its own resources to set up a Community Centre Fund from:**

- a) Underspend on committee budgets from 2011-2012, and

**b) Virements from committees' 2012-2013 budgets.**

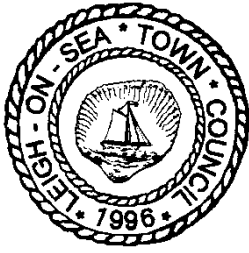
**End of Confidential Business**

***The meeting closed at 8.50pm***

## **SCHEDULE OF BUILDING WORKS**

### **Initial Phase**

1. (Subject to approval by Council and Southend BC) create doorways between Ground Floor Offices and Room 2
2. Decoration to Ground Floor offices
3. Possible vision panels between Ground Floor Offices and Lobby
4. Redecoration to Lobby and Cafeteria
5. Improved lighting to above
6. Minor refurbishment to Kitchen
7. External redecoration to façade perhaps with external assistance
8. Art panels to facade and signage



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Report 2043/LCCWP

## COMMUNITY CENTRE WORKING PARTY 24<sup>th</sup> April 2012

Present: Cllrs Richard Herbert (Convenor) and Jerry Holden

In Attendance: Cllr Syrie Cox, Paul Beckerson (Town Clerk)

### *The meeting opened at 6.30pm*

#### 38. APOLOGIES

Cllrs Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker and Patsy Ryan, John Gaynor

#### 39. DECLARATIONS OF MEMBERS' INTERESTS

None.

#### 40. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

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### **Start of Confidential Business**

#### 41. BUILDING NEEDS

The Convenor had visited the Leigh Centre with a Building Consultant, to estimate ball park figures for the building work. (Attached as Confidential Appendix 1)

#### 42. APPLICATIONS FOR GRANT FUNDING

Cllr Syrie Cox had completed a draft of the grant funding application. Members discussed the detail and made some additions and amendments. It was **RESOLVED** that the application be agreed and that the Town Clerk should submit it.

### **End of Confidential Business**

*The meeting closed at 7.20pm*