



# 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



29<sup>th</sup> May 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 **Wednesday 6<sup>th</sup> June 2012 at 7.15 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 1<sup>st</sup> May 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. TO CONSIDER RECOMMENDATIONS AND RESOLUTIONS FROM THE FOLLOWING MEETINGS & REPORT TO Finance and General Purposes Committee
6. COMMUNITY CENTRE WORKING PARTY MINUTES – 15<sup>th</sup> May 2012 Report 2048/LCCWP (Appendix 1)
7. COMMUNITY CENTRE WORKING PARTY MINUTES – 23<sup>rd</sup> May 2012 Report 2053/LCCWP (Appendix 2)
8. COMMUNITY CENTRE WORKING PARTY MINUTES – 31<sup>st</sup> May 2012 (Report To Follow)

Town Clerk  
29<sup>th</sup> May 2012

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



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Vice Chairman: Cllr Carole Mulrone  
Town Clerk: Paul Beckerson



Report 2048/LCCWP

## COMMUNITY CENTRE WORKING PARTY 15<sup>th</sup> May 2012

Present: Cllrs Richard Herbert (Convenor), Syrie Cox (from Min 4), Donald Fraser, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulrone, Caroline Parker (from Min 4) and Patsy Ryan (to Min 5)

In Attendance: Paul Beckerson (Town Clerk) and from Min 5 Vivien Choppen (Assistant to the Clerk) and Vanda Moyse (Office Administrator)

### *The meeting opened at 6.30pm*

#### 26. APOLOGIES

Cllr David Stanley

#### 27. DECLARATIONS OF MEMBERS' INTERESTS

None

#### 3. SBC 'PLANNING FOR REAL' WORKSHOP ELM ROAD SITE

The Borough Council have arranged a scoping exercise in the Leigh Community Centre on the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> June. Members expressed concern at the lack of time to inform residents and the dates were not considered ideal as it was in Jubilee Week when people may be away. At the moment the Council have not formed a view on the future of the site and its buildings. It was thought a consultation may be necessary to inform that view and that would be part of the future Neighbourhood Plan.

The proposed consultation by SBC's Architects, coming so soon after the Council's consultation and at such short notice felt challenging for both the Council and the Community in Leigh and this could effect the cooperation etc. with SBC's Consultation Exercise so we should approach SBC and suggest a delay to give everyone more time to prepare for it.

It was **AGREED** that a delay should be requested and that the issue be discussed at the next Planning Committee meeting on the 22<sup>nd</sup> May 2012.

#### 4. IMPLEMENTATION PLAN (Appendix 1 to the Agenda)

The Working Party went through the implementation plan discussing each task and assigning a due date to each. Actions agreed were as follows -

- 3.2 – No need to engage a surveyor but arrange a walk round with SBC to establish what tasks have not been done which were listed in their 2011 survey and identify any urgent work.
- Office modifications – Staff to go round LCC with RH and JH to finalise plans for office accommodation.

- The Working Party **RECOMMEND** that a premises licence be applied for covering all types of entertainment, performance and an alcohol licence.
- Firm up on catering provision as regards franchise or volunteer arrangements before finalising equipment needs.
- The planning of a launch event should be deferred to a latter date
- Review sound and light once intended uses are finalised.
- Liaise with SACC re fixtures and fittings together with contents; identify necessary storage for both user needs and the present LTC equipment and files.
- Ascertain a start date for building works and when SACC are likely to vacate the premises.
- The updated Implementation Plan is attached as Appendix 1. The due dates have been agreed and the responsible people have agreed to their tasks. If there are likely to be any problems completing the tasks on time please could you let the Town Clerk and the Convenor know in plenty of time, as it will be necessary to keep a close eye on progress.
- The staff present pointed out the amount of extra work they would have to do preparing for the move and helping with the Centre set up. It was suggested that:

1) The Council could cut back on some of its activities for the next few months i.e. Community Transport trips, and

2) that councillors should volunteer to come into the office on a regular basis to help out with the routine work.

#### 5. BRANDING AND MARKETING

The Council should seek specialist assistance at this stage from the local community for web site design marketing ideas, professional services and general assistance.

There was general agreement that the branding and marketing needed to be decided before we could move forward on decoration, the recital hall suggestion etc. This will be on the agenda for the next CCWP.

#### 6. LEIGH RECITAL HALL (Appendix 2 to the agenda)

The Large Hall is likely to be in demand for a range of purposes and is expected to generate a considerable income which may well cross subsidise other activities. A Recital Hall as part of this is likely to need additional outside funding/grants.

The Working Party **RESOLVED** to defer this matter to a later date

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

That in view of the confidential nature of the business to be transacted the public and press be excluded and they were instructed to withdraw (SO.1(c)) - (contractual)

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

#### 8. OUTSIDE FUNDING

The final business plan had been forwarded to the funders who were meeting on the 29<sup>th</sup> May 2012.

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

#### 9. DATE OF NEXT MEETING

Wednesday 23<sup>rd</sup> May at 6.30pm

***The meeting closed at 9.25pm***

## **Leigh Community Centre Implementation Plan**

### **1. Preamble**

Setting up the Community Centre and re-locating the Council's offices into the building will be a relatively complex operation

- 1.1 and it is the purpose of this Implementation Plan to provide the framework for managing this project. The Implementation Plan covers the following specific task areas:

Financial - accounting

Building needs - modifications, IT, furniture & fittings

Administrative - procedures, recruitment

Public relations - media, website

Procurement - purchase of items required

Execute - implement the works required

Office re-location

- 1.2 Although the existing building will support the functions which LTC intends to deliver, modifications of some nature will probably be required, especially as the building will be accommodating LTC's office function. An internal survey needs to be carried out to determine the modifications which will be required immediately and to identify those which can be scheduled for a later date.
- 1.3 In addition to the physical environment, a range of financial and administrative processes need to be carried out before the Community Centre can become operational.
- 1.4 All expenditure incurred during the implementation process will be subject to financial control. A LCC Implementation Budget will therefore be drawn up in accordance with the financial limits agreed in the Business Plan V5; all expenditure will be subject to the Council's established financial controls.

## Leigh Community Centre Implementation Plan

### 3. Tasks

		Date Due	Date Done	Who
<b>3.1 Financial</b>				<b>PB</b>
	Draw up Implementation Budget	29-May		PB
	Get quote for insurance	25-May		PB
	Get quotes for service contracts (washroom, lifts, heating, window cleaning, building maintenance, security. SBC will be providing a quote)	25-May		PB
	Determine & implement accounting methodology (ensuring LCC is run as separate cost centre)	29-May		PB
	Draft LCC Budget	29-May		PB
<b>3.2 Building needs</b>				<b>RH / PL</b>
	Agree Condition Survey - Walkabout with SBC	29-May		PB
	Measure up and draw plans	08-May		PH
	Determine building modification needs (offices, rooms)	29-May		RH / JH
	Determine IT needs - Telephone System (network, hardware, projector mounts)	20-Jun		PB
	Determine office needs (furniture, power supply, lighting)	20-Jun		PB
	Determine furniture and fittings needs (whiteboards, projector screens, piano, folding tables)	20-Jun		SC
	Determine kitchen and catering needs (cooker, water boiler/tea urn, fridge/freezer, cutlery, crockery, linen, vending machines)	20-Jun		PH / DE
	Determine sound and lighting systems needs for hall	20-Jun		DS / PM
	Determine storage provision for users' equipment	20-Jun		PL

## Leigh Community Centre Implementation Plan

### 3. Tasks (continued)

		Date Due	Date Done	Who
<b>3.3 Administrative</b>				
	Arrange utilities (gas, electric, water)	29-Jun		PB
	Draft 'Board' terms of reference	29-May		JH
	Draft Health & Safety procedures - Risk Assessments (via SACC & SBC?)	29-Jul		JH
	Draw up Job Descriptions	19-Jun		CM
	Draw up job adverts	19-Jun		CM
	Apply for entertainment licences (selling of alcohol, live and recorded music, dancing)	20-Jun		PB
	Draw up vending machine service agreement	29-Jun		DE
	Identify room booking system	29-May	16-May	PB
	Agree contents list with SBC	20-Jul		RH / PL
	Inform existing users	15-May		VM / CM
	Design signage + Planning Permission	29-May		PH
	Staff training	29-Jul		PB

<b>3.4 Public relations</b>				PR
	Media releases	29-Jul		CM / PH
	Design web pages (Parameters, Design Brief and Implementation)	29-Jul		JH / SC
	Plan <i>Launch</i> event (Deferred)			VM

## Leigh Community Centre Implementation Plan

<b>3.5 Procurement</b>				PB
	Procure room booking system	20-Jun		PB
	Procure signage	20-Jul		PB
	Procure sound & lighting systems (second-hand?)	20-Jul		PB
	Procure furniture and fittings (second-hand e.g. from SBC Civic Centre refurbishment?)	20-Jul		PB
	Procure kitchen and catering equipment	20-Jul		PB
	Procure IT equipment	20-Jul		PB
<b>3.6 Execute</b>				
	Building modifications	31-Aug		RH / PL
	Office modifications	31-Aug		RH / PL
	Painting and decorating	31-Aug		RH / PL
	Electrics (power supply, lighting)	31-Aug		PB
	Network (cabling, hubs, switches)	31-Aug		PB
<b>3.7 Office Re-location</b>				
	Terminate/transfer existing utilities	20-Aug		PB
	Identify and dispose of unwanted files	29-Jul		PB
	Identify and dispose of unwanted items in attics (old Christmas lights, IT hardware,)	29-Jul		PH
	Transfer existing office contracts (telecoms)	20-Aug		PB
	Arrange removal service	20-Aug		PB



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Report 2053/LCCWP

## COMMUNITY CENTRE WORKING PARTY 23<sup>rd</sup> May 2012

Present: Cllrs Richard Herbert (Convenor), Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker (from Min 12) and David Stanley

In Attendance: Cllr Donald Fraser, Paul Beckerson (Town Clerk)

### *The meeting opened at 6.30pm*

#### 28. APOLOGIES

Cllrs Syrie Cox, Patsy Ryan and Mr John Gaynor

#### 29. DECLARATIONS OF MEMBERS' INTERESTS

None

#### 30. PROGRESS REPORT IMPLEMENTATION PLAN

The Working Party went through the implementation plan reporting on progress of those tasks with deadlines in May.

- It was **AGREED** that an accountancy system as proposed by the Town Clerk, would be implemented to allocate the cost of shared facilities between the Town Council and the Centre.
- The Edge Booking system was **AGREED** as the preferred software system. Appendix 1
- Office modifications – Three options were presented to the Working Party for consideration, after some discussion a modified 'Option B' was **RECOMMENDED**. 'Option D' Appendix 2.
- The Working Party was presented with some indication of decorating and building costs. Confidential Appendix 3

#### 31. CAFETERIA

There was no information available for the meeting. Members did agree that they would prefer a community type operation over a commercial one.

#### 32. BRANDING AND MARKETING Report 2051/LCCWP Appendix 4

The proposals in the report were **agreed**.

#### 33. USE OF SPACES

It was **AGREED** to decorate the ground floor and the stairwell and lower hall in the same colour scheme as the first floor, subject to finance.

Cllr David Stanley gave an overview of the use of the large hall and improvements that could be made. PMT had been approached as regards prices for a sound and light system together with a 25% discount.

It was **AGREED** to refurbish and equip the Lower Hall as a multi use space including performance and exhibition uses, subject to finance.

It was **AGREED** to redecorate the façade of the building, subject to finance.

It was **CONFIRMED** as per the previous decision in minute 12 that the Caretaker's Office, Administration Office and Room 2 should be used as an office space for the Town Council.

It was **AGREED** that the Reception should be shared between the Town Council, the Centre and other potential users.

Room 7 was **AGREED** as the Council Chamber / Function Room.

The room at the rear of the first floor was **AGREED** for artist use subject to Health and Safety requirements.

It was **AGREED** that Rooms 8 & 9 could be used as office accommodation for community based groups, subject to availability and in compliance with our lease.

It was **AGREED** that all other rooms would be used for general and community use as set out in the business plan.

Modifications to the toilets were to be included in the use of grant funding.

It was **AGREED** to engage volunteers to assist in the work of the centre.

34. DATE OF NEXT MEETING

Wednesday 31<sup>st</sup> May at 6.30pm\*

This has subsequently been re-arranged for Thursday 31<sup>st</sup> May at 7.00pm due to Cllr Patsy Ryan's commitments as Branding and Marketing form the main part of the agenda.

***The meeting closed at 8.05pm***



Online

for

## Leigh on Sea Town Council

### 4.1 Proposal - Leigh on Sea Town Council

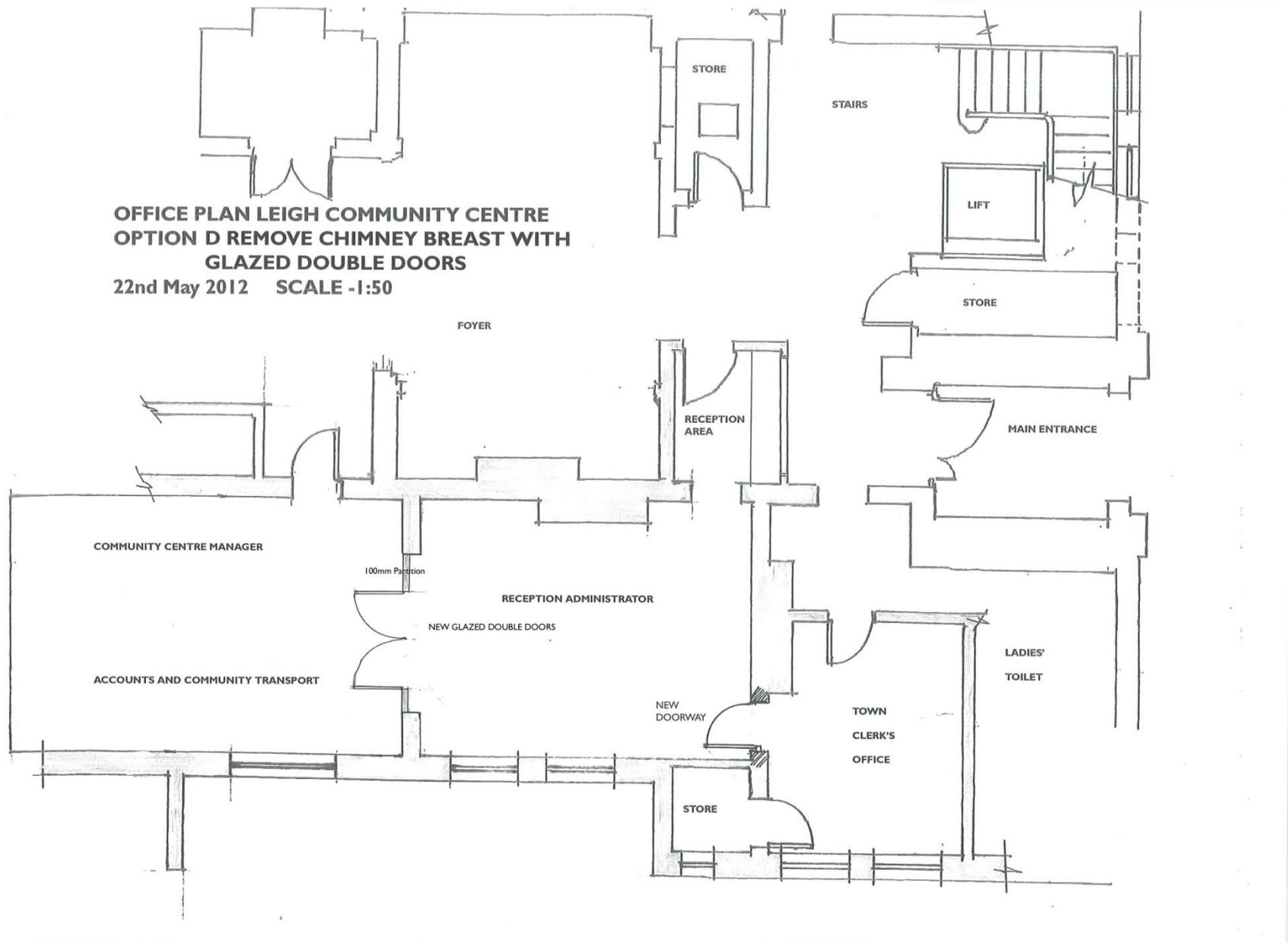
The figures quoted below include multi module discounts for adding these modules to the existing AdvantEDGE modules. My understanding is that the number of concurrent users will be up to 3.

2 additional modules provide licences for 2 additional concurrent users ie 3 concurrent users in total. The 3 users could all use Facilities Bookings simultaneously, or Finance simultaneously, or a mix.

The figures below, provide the use of the software, software updates, software support and data storage and backup

Description	Quantity	Price £
<b>Hosted Service: AdvantEDGE Online, Price for 1 year, based on 5 year contract</b> <ul style="list-style-type: none"> <li>- Number of concurrent online users + 2 additional users</li> <li>- <b>Facilities Band 1</b>, Bookings up to 1,000 per annum (rate £150 pa – Band 2 for 2,000pa costs £186pa and Band 3 up to 5,000 bookings £225pa)</li> <li>- <b>Allotments Band 4</b>, up to 200 plots (Rate £210 pa)</li> </ul> <p>All additional modules will synchronise with the current contract renewal dates 06/11/12 and charged pro rata</p> <p>N.B *10% multi module discount applied on all additional modules</p>	<p>1</p> <p>1</p>	<p><b>*135pa</b></p> <p><b>*189pa</b></p>
<b>Online setup time</b> – free of charge as a goodwill gesture (usual rate £60)		<b>00.00</b>
<b>Online training,</b> Facilities 3 hours ; (eg 3 x 1 hour) Allotments 1 hours; <b>Optionally, onsite training, 1 day @ £480 plus £20 travel cost</b>		<p><b>180</b></p> <p><b>60</b></p> <p><b>0</b></p>
<b>Total NET Payable 1<sup>st</sup> Year</b> Training see options below		<b>564</b>
<b>Total NET Payable Subsequent Years,</b> <b>per year including Finance Band 5 @ £300 + VAT pa</b> NB This figure will be increased by the RPI for the most recently published year, see <a href="http://www.statistics.gov.uk/downloads/theme_economy/RP04.pdf">http://www.statistics.gov.uk/downloads/theme_economy/RP04.pdf</a>		<b>£624</b>

**Please note these prices are quoted excluding VAT.**





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Report 2051/LCCWP

## REPORT FOR COMMUNITY CENTRE WORKING PARTY 22<sup>nd</sup> May 2012

### BRANDING AND MARKETING

#### Branding

The branding of the Community Centre is the priority as it affects so many other areas on the Marketing and Implementation Plans. In order to develop a brand, logo, colours etc a local artist Madelaine Murphy has offered to co-ordinate local graphic designers to assist, at a fraction of the cost they would normally charge for this process. Madelaine works with Leigh Art Trail and is an active member of the Southend creative arts scene. She is keen to be involved in the Friends of Leigh Community Centre.

The idea is that three local graphic designers, ranging from new to experienced designers, would produce two designs each which they feel best encompass the aims of the community centre. Each of the designs would then be presented to the CCWP at its next meeting to choose the best design. This design would then be progressed at a cost of about £600-800 which is a fraction of the cost for a design concept normally.

The benefits of this process are:

- The initial designs are produced and presented at no cost, with no obligation to commission any
- The design can be produced quickly so that we can progress with the Marketing Plan and Implementation Plan and at a fraction of the normal cost
- The design is produced by local people and would be a prestigious commission for them to have in their portfolio

If this approach is accepted, then the process would start Thursday 24 May in order for designs to be produced for Madelaine to present at the next CCWP.

#### Marketing

A Marketing Plan is in progress.