



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 Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson



27th November 2014

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 2nd December 2014 at 6.00 pm** at the Leigh Community Centre, 71-73 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 12th AUGUST 2014
4. TO REVIEW THE CORE STRATEGY (Appendix 1) AND TO CONSIDER THE ADOPTION OF THE FOLLOWING MISSION STATEMENT:

"To encourage, promote and provide a service to our residents over and above those provided by other authorities; that is effective, caring and relevant to all ages and generations to come."

5. TO CONSIDER COMMITTEE REVIEWS AS REQUIRED BY COUNCIL (Appendix 2)

Town Clerk
27th November 2014

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



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 Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson



Leigh-on-Sea Town Council Core Strategy Statement – Adopted 6th December 2011

Vision Statement

“Leigh-on-Sea is an active and vibrant working town with a separate and distinctive identity to, but still an integral part of the larger urban community of Southend-on-Sea. A community where people support one another and can live, work, shop, visit and enjoy themselves in an environment that is constantly cared for and enhanced. A town that:

- Provides sustainable employment opportunities, transport, housing and business facilities.
- Preserves and enhances the natural beauty, heritage and traditions of Leigh.
- Preserves and nurtures the cultural life of Leigh.
- Encourages everyone within the community to work together to achieve continual improvement to the facilities and future prospects of the town.
- Promotes thriving commercial areas which provide leisure and shopping facilities to meet the needs and wishes of residents and visitors.”

Strategic Aims

“To promote the well being and quality of life of the residents of Leigh-on-Sea”

To achieve this we aim to:

- take part in an open dialogue with residents to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the Town Council;
- provide high standard, value for money services to help meet the needs and wishes of the residents;
- assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents; and
- promote the best interests of the town for the benefit of the local community

Strategic Objectives

The Town Council’s strategic objectives are based on the Council’s overall vision. The objectives are:

1. To promote the provision of accessible social, recreational, educational and cultural facilities within the town for the benefit of Leigh’s residents and visitors.
2. To encourage and support the economic and commercial vitality of the town.
3. To preserve Leigh’s unique character and heritage, protect its conservation areas and maintain and enhance its maritime environment.
4. To encourage harmony between developing commercial and residential requirements and existing amenities.

5. To consult with and take due regard of all comments received from other statutory bodies, voluntary organisations and individuals, to ensure an improving standard of service that meets with local needs.
6. To protect and enhance Leigh's natural environment, its open spaces and public gardens.
7. To seek to improve sustainable transport infrastructure across the town.
8. To seek to create a socially inclusive and caring community.

Review of Existing Activity

Leigh Community Centre

PREAMBLE

Towards the end of 2011 it became apparent that the future of the Leigh Community centre was under threat. The Council examined future possibilities for the Centre and concluded that full management control was the preferred option because Leigh Town Council

- would be delivering significant added value to its tax payers;
- would be acting in accordance with the principles of the Council's Core Strategy;
- would be carrying out its responsibilities towards the well-being of the local community and will be taking the lead role in the delivery of improvements;
- would have full financial control and financial responsibility; and
- would be ensuring a successful and sustainable outcome for residents, businesses and visitors.

In April 2012 the Town Council resolved to seek to undertake the direct management of the centre.

CRITERIA	TARGET (from Business Plan)	RESULT
Objective	The primary objective of LTC's management of the Centre is to provide a centrally located, top quality, thriving community centre which will improve the quality of life for the whole local community by seeking to promote the principles of personal development, healthy lifestyle, well-being, community engagement and empowerment and social inclusion and that this use should extend to the long term.	The Community Centre is achieving its objectives. The rate of use exceeds target. The intention of securing a long term future has yet to be achieved although good progress is being made. Feedback from users and the local community is very positive and there is much encouragement to obtain a longer lease and extend the facilities.
Relationship to strategic objectives.	<ol style="list-style-type: none"> 1. Preserves and nurtures the cultural life of Leigh 2. Encourages everyone within the community to work together to achieve continual improvement to the facilities and future prospects of the town. 3. Promotes the wellbeing and quality of life of the residents of Leigh 	

	<p>4. Promotes the provision of accessible social, recreational, educational and cultural facilities within the town for the benefit of Leigh’s residents and visitors.</p> <p>5. Seeks to create a socially inclusive and caring community.</p>	
<p>Cost Financial</p>	<p>The overall cost of the scheme is £30,000 initially and with an ongoing cost of £50,000pa. The ongoing cost is expected to reduce in line with the predictions laid out in the Business Plan.</p>	<p>The initial set up budget was underspent by £4,350. This sum has been carried forward into 2013/14 as there is an ongoing requirement for equipment and fittings which are assessed and purchased as the need identifies itself.</p> <p>The predicted net ongoing cost for the budget year 2014/2015 is £66,800</p>
<p>Human Resources</p>	<p>The staff and manpower requirements of the centre are relatively high and form the bulk of the running costs. The Business Plan anticipated a staffing level of 2.5 full time equivalents; this has risen to 5 full time equivalents in 2014/15.</p>	<p>Additional staff have been engaged to help with the extra workload of the Centre and also the extra workload brought by the increased visibility and accessibility of the Town Council. Additional manual staff hours have been required in part because of extended opening hours but also the stress on the building caused by the very high visitor numbers.</p>
<p>Benefit</p>	<p>1. The Centre will offer a variety of spaces that will enable Leigh’s many and diverse cultural activities to develop and strengthen. The Centre will provide a gallery area for local artists, a hall for music and drama performance (particularly for amateur dramatic, music and operatic groups), regular ceilidhs and folk dancing, rooms for creative workshops and a venue for events (for Leigh’s Folk Festival, Arts Trail and Music Festival for example), film shows, lectures and exhibitions.</p> <p>2. The Centre will offer a welcoming, friendly and safe environment for social activities and social contact for all sections and all age groups within the local community. The coffee lounge/café will provide a focal point for these social activities as well as offering a welcoming venue to the casual visitor. It will serve as a meeting place for local residents and</p>	<p>The majority of the originally identified benefits have been achieved and the level of use by local residents and visitors already exceeds prediction.</p> <p>The Centre is very highly valued by the community of Leigh.</p> <p>In addition to the originally targeted benefits the Centre has raised the profile and standing of the Council as a whole and this has been of great benefit in, for example, the campaign to retain the Leigh branch library.</p> <p>Visitor numbers are far in excess of prediction with circa 2,000 visits per week.</p>

	<p>for community forums, a place where people will become inspired to try new things and discover how they can become more directly involved in the life of their community.</p> <ol style="list-style-type: none"> 3. The Centre already hosts sessions run by the Workers' Educational Association and it is expected that these will continue. As well as being able to provide rooms and facilities for other learning organisations (the University of the Third Age for example), the Centre may also provide overspill capacity for the SACC itself. 4. The rooms available will support a wide range of fitness activities - dance exercise, Pilates, Yoga, etc. The hall has the potential to provide a range of health-related activities: forums run by local GPs and PCTs, blood donor and blood pressure testing sessions, complementary, preventative and family health programmes, etc. 5. Leigh is fortunate to host a variety of clubs and societies many of which are struggling to find appropriate and affordable premises in which to operate. The Centre will provide the means by which socially important activity can thrive and develop and new groups can start up. 6. The Centre will act as a local information point providing details of local groups, activities and services. Its noticeboards will provide publicity for forthcoming events and meetings. Internet access will be available enabling individuals to carry out their own research as well as allowing access to the online services of SBC (planning enquiries, bill payment, problem notification, etc.), the NHS and similar service providers. 7. The Centre will provide the opportunity for organisations which offer advice and counselling services to hold regular drop-in sessions or one-off events for the benefit of local residents. This will obviate the need to undertake long and expensive journeys to other venues around the Borough. Organisations providing advice on benefit claims, career development, health matters, crime prevention and domestic security, parental 	
--	--	--

	<p>support, personal finance and debt management are examples of this. Regular local councillor surgeries will also be held in the building.</p>	
<p>Can benefit increase</p>	<p>An initial rate of usage of 25% at the end of the first year's operation is anticipated increasing annually in line with the predictions of the Business Plan.</p>	<p>The Council has resolved to seek a refurbishment of the building as part of the "Elm Road Development" by SBC.</p> <p>An external review of the operation of the Centre was planned but was not carried out.</p> <p>Usage of the Centre is currently 15% ahead of prediction and income is 138% of prediction.</p> <p>Areas of the Centre, such as Room 4, 5 and 6 and the cafeteria area have been improved despite there having been no initial budget for this. In addition provision for marriages has been made.</p>
<p>Can cost reduce</p>	<p>It is the aspiration of LTC that the Centre will become progressively self-financing. Through careful management and pro-active marketing the space available has the capacity to generate an income stream sufficient to cover the running costs.</p>	<p>A marketing plan is being developed and implemented which should ensure the future financial success and well-being of the Centre.</p> <p>Costs, particularly staff and energy costs, are ahead of prediction and as a result the net cost of the Centre is above prediction. Now that a more accurate expectation of future costs and budgets is available it is expected that the rate of increase of income lead to a reduction in net cost as predicted.</p> <p>The increased use of volunteers is being investigated.</p>

Committee Review

Transport & Highways

CRITERIA	TARGET	RESULT
Objective	<ol style="list-style-type: none"> 1. To respond to issues referred from and discussed by the Highway Authority and initiate improvements relating to Highways, Public Footpaths, Parking, Public Transport and Waste & Refuge 2. To respond to Highway consultations and provide the following in response to resident's needs, Bus Shelters, School Crossing Patrols and Highway Infrastructure. 	
Relationship to strategic objectives.	<ol style="list-style-type: none"> 1. To encourage and support the economic and commercial vitality of the town. 2. To consult with and take due regard of all comments received from other statutory bodies, voluntary organisations and individuals, to ensure an improving standard of service that meets with local needs. 3. To seek to improve sustainable transport infrastructure across the town. 4. To seek to create a socially inclusive and caring community. 	
Cost Financial	The budget for the year 2013/14 was £13,528. The budget for the year 2014/15 is £11,447	
Human Resources	Meetings are held bi-monthly and as necessary Dedicated member of staff to service Committee and liaise with Highway Authority.	
Benefit	To ensure transport provision and infrastructure serve the needs of the local community	
Can benefit increase	TO BE DETERMINED	
Can cost reduce		

Committee Review

Leisure, Foreshore and Environment

CRITERIA	TARGET	RESULT
Objective	<ol style="list-style-type: none"> 1. To progress the Bonchurch Outdoor Gym Project as identified through the Major Projects Assessment and as approved by Council on 14 March 2014 2. To ensure the Strand Wharf Project is completed within budget. The draft Quay Plan is currently with SBC for approval for the lease purposes. 3. To review other projects held in abeyance and such other major projects as come forward during the course of the year 4. To continue to provide interesting and active events throughout the year. 5. To look at other, less time and cost consuming ways to improve the environment of Leigh 	<p>Provides recreational facilities for residents SO 1</p> <p>Provides improved heritage facility for use by residents SO 4.</p> <p>Enhances community cohesion SO 1</p>
Relationship to strategic objectives.	<ol style="list-style-type: none"> 1. To promote the provision of accessible social, recreational, educational and cultural facilities within the town for the benefit of Leigh's residents and visitors. 2. To consult with and take due regard of all comments received from other statutory bodies, voluntary organisations and individuals, to ensure an improving standard of service that meets with local needs. 3. To seek to create a socially inclusive and caring community. 4. To preserve Leigh's unique character and heritage, protect its conservation areas and maintain and enhance its maritime environment. 	

Cost Financial	<p>The budget for the year 2014/15 is £52,758.</p> <p>The budget currently holds £73,238 for Strand Wharf. It is hoped this will be enhanced by Lottery Funding which is being pursued.</p>	
Human Resources	Dedicated member of staff to service Committee and liaise with Southend BC	
Benefit	To ensure the health, wellbeing and environment of Leigh is maintained and enhanced for the benefit of residents, businesses and visitors	
Can benefit increase	All new projects will seek to bring major benefits to the town in terms of people's well being and environment	
Can cost reduce	All projects will be kept under review to ensure they are within budget and fit for purpose as well as being cost effective.	

Committee Review

Planning & Licensing

CRITERIA	TARGET	RESULT
Objective	<ol style="list-style-type: none"> 1. To monitor and comment on Planning and Licensing applications, in order to represent the views of local residents. 2. To take a view on and matters affecting Strategic Plans, Town Development, Public Footpaths, Enforcement Matters, Emergencies and Planning Legislation. 	<p>Good interaction with public.</p> <p>Residents are welcomed to the Committee meetings where they may express their views and give information that may not be in application. This may help to inform the Committee's deliberations and responses. The residents are given advice on material considerations, and the planning process and how they may use it.</p> <p>In course of the year, we reviewed about 300 applications, applied local knowledge, desk top research and occasional site visits to assist us to reach an informed</p>
Relationship to strategic objectives.	<p>SO2 To encourage and support the economic and commercial vitality of the town.</p> <p>SO3.To preserve Leigh's unique character and heritage, protect its conservation areas and maintain and enhance its maritime environment.</p> <p>SO4. To encourage harmony between developing commercial and residential requirements and existing amenities.</p> <p>SO6. To protect and enhance Leigh's natural environment, its open spaces and public gardens.</p>	<p>decision in our role as consultees and thus assist SBC planning officers or committee in their deliberations.</p> <p>Respond to ad hoc queries from residents by letter, phone and email, often clarifying the situation with SBC and relaying it back to the enquirer to reassure or inform them.</p> <p>Provide appropriate photos to contextualise the applications. This is particularly useful for applications relating to the rear of properties, where 'birds' eye' photos can inform in consideration of the effect on neighbouring properties</p>

Cost	Financial	The budget for the year 2013/14 was £5,815. (£6,218 from Comm budget @ 30/3/14) The budget for the year 2014/2015 is £6,557 (£6,786 from Comm budget F&GP 3/6/14) 12.76% increase (9.2%)	
	Human Resources	Councillors partake in meetings on average every two weeks Allocated member of staff to service Committee and forward to SBC. Current Chairman spends at least 20 hours for each meeting researching plans, ensuring that all necessary information is provided and consistent. providing appropriate photos and referencing responses to Guidelines	
	Benefit	Protects the environment and streetscape of the town. Promotes the well being and quality of life of the residents of Leigh-on-Sea	
	Can benefit increase	Possibly by LTC developing own Neighbourhood Plan. Need professional advice on the benefits and how it might bring LeighNeed budget and help with facilitating	
	Can cost reduce	Unlikely.	More likely to rise if staff have to do increased work if Chairman's time not available

Committee Budgets

Planning	Planning Staffing	0	6,682	619	6,063	9	5,779
	Planning Other	0	500	0	500	0	25
	Neighbourhood Plan	2,000	0	0	2,000	0	0
		2,000	7,182	619	6,563	7	5,804