



# Leigh-on-Sea Town Council

71-73 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 Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

Notice is hereby given that a meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 2<sup>nd</sup> August 2016** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. TO APPROVE THE MINUTES OF THE CFC MEETINGS OF 17<sup>TH</sup> MAY & 7<sup>TH</sup> JUNE 2016
5. PUBLIC REPRESENTATIONS

## COMMUNITY FACILITIES

6. CFC ACTION PLAN

This is attached to the Agenda for review prior to presentation at full Council.

7. SKATE PARK (Appendix 1) **DECISION ITEM**

The CFC has been considering for some time the development of a Leisure and Sports facility at Leigh Marshes, the approach incorporating an expanded and improved skate-park. The existing Skate Park T&FG is already working with residents and park users. Due to the scope and complexity of this project, much further work is required before a formal project assessment and report can be prepared for CFC and Council so that they may consider if they wish to proceed.

In view of this and the likely budget if the project is adopted, it is considered best that a sub-committee is formed which would be able to make decisions within the remit delegated by Committee. This sub-committee could draw its membership from the whole Council and co-opt from outside the Council. This will allow timely decisions to be made in an open and transparent process.

The Skate Park T&FG therefore **RECOMMENDS** that the Committee:

- a. Form a Leigh Leisure and Sport Area Development Sub-Committee under SO 4a with the following Terms of Reference:
  - To further develop the proposed project to provide a Leigh Leisure and Sport Area
  - To assist and guide the implementation of the project if adopted by Council
  - To submit a project budget with appropriate monitoring and reporting to CFC and Council
  - To consider correspondence relevant to its Terms of Reference
- b. **RECOMMENDS to P&RC** that an initial project development budget is allocated to the Sub-Committee from the Capital Projects reserve a sum to be determined by the Sub-Committee.

For noting – The Acting Town Clerk has booked an official outdoor annual inspection of the skate park and will report accordingly in due course.

8. STRAND WHARF MEMORIAL PLAQUES (Appendix 2) **DECISION ITEM**

The Committee are requested to consider report 2604/HS. It is **RECOMMENDED** the Committee make a decision based on this report under SO 11a iv.

<b>COMMUNITY CENTRE</b>
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9. COMMUNITY CENTRE ADMINISTRATOR'S REPORT **FOR NOTING**

Marketing & Promotion

Social Media:

Events are now being publicised on Twitter and Facebook.

Administration

New booking forms have been designed to enable us to get as much information about events as possible prior to the event.

Bookings/Events

- 11 summer events have been organised for which the take-up has been very good.
- Two regular hirers have also booked summer parties at the Community Centre.
- We have 9 parties being held from the end of July to the beginning of September, including one wedding.
- We have increased the number of regular hirers, with three new hirers booking until the end of 2017 and regular hirers extending their class times.
- We will also be hosting the Beer Festival from 5th – 7th August and will be holding another Book Fair on Saturday 24th September.

Arts PDG

A new Artist in Residence has been appointed. Mary Lister will be taking up residency in September

10. FACILITIES MANAGER'S REPORT **FOR NOTING AND DECISION ITEM**

Appendix 3 with **RECOMMENDATION**

11. LCC PRICING STRUCTURE **DECISION ITEM**

The new pricing structure for room hire will be implemented from April 2017, however to accommodate for the occasional hiring of rooms by an additional 15 minutes, it is **RECOMMENDED** that the discounted hourly hire rate for the smaller rooms be amended to £7.60 per hour (rather than £7.50 per hour as agreed in minute 10/2016). Additionally the current standard rate for the Lower Hall weekdays until 6 p.m. is £17.50 and not £17 as stated in the Agenda 7<sup>th</sup> June. It is therefore **RECOMMENDED** that this rate remain with effect from April 2017 rather than the proposed rate of £17 which was an error in reporting.

12. LORNA & LOTTIE'S REPORT

'Additional tables and chairs have been purchased by Lorna & Lottie's to increase covers to 40+. It is expected that the two slow months of July and August will be better this year as a number of children's activities have been arranged plus a few external events. The café is now moving into the black overall since July 2015 when we took over and we now expect after the next few weeks to maintain a steady income stream of around £400 per month from September onwards.'

For noting – The Acting Town Clerk has reviewed the financial information supplied by Lorna & Lottie's.

FINANCIAL

13. BUDGET REPORT – 25<sup>TH</sup> JULY 2016 – (Appendix 4)

CONFIDENTIAL

14. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

It is **RECOMMENDED** that in view of the confidential nature of the business to be transacted, members of the public and press be excluded from the meeting (SO 3d Legal proceedings)

15. LEASE CONSIDERATIONS AT STRAND WHARF (Confidential Appendix 1)



Helen Symmons  
Acting Town Clerk  
28<sup>th</sup> July 2016

Please Note:

Any member who is unable to attend the meeting should send their apologies before the meeting.

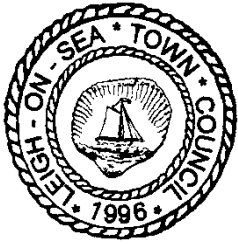
Strategic Aim	Objective	Action	Timescale	Budget	Review
Take part in an open dialogue with the community to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the town council	To engage with the public in the development and implementation of the future refurbishment of the community centre and the Leigh Leisure Plaza Project.	Advertise and enrol suitable local residents and service users to the development and implementation groups.	With immediate effect and continuing throughout these projects.	£500	
	To communicate our plans and aspirations and consult with the public where appropriate to ensure that the services we provide are suitable	Inform the local press of projects at an early stage. Implement formal consultations utilising the LTC news, website and other media	As appropriate	£1,000	
Provide high standard, value for money services to help to meet the needs and wishes of the community.	To maintain and improve the existing capital assets of the Council particularly at the skatepark 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.	£	
	To maximize the utilisation and benefit of the existing assets of the Council	Continue existing program for CC and further marketing and development by CC administrator. Develop promotion of use of skatepark and Strand Wharf	Ongoing.		
			3 months		
	To develop a refurbishment and development plan for the Community Centre and to implement these works.	Establish refurbishment group/SC. Review staffing requirements for major projects. Professional consultation. Finalise business plan utilising intern. Develop and finalise scheme of refurbishment. Identify and secure funding.	3 months		
			3 months		
			As required	£5,000	
6 months			£2,000		
		12 months			
		12 months			

	<p>Leigh Leisure Plaza: The objective is to provide for the people of Leigh on Sea and the surrounding area, of all ages and capabilities, an outdoor activity and recreation area on Leigh Marshes between the refuse centre and the golf driving range.</p> <p>Minor works</p>	<p>Implement refurbishment scheme</p> <p>Establish development group/SC. Carry out feasibility study and local survey. Review staffing requirements to support and implement scheme</p> <p>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.</p>	<p>3 years</p> <p>Report to October meeting</p> <p>3 months</p> <p>PDG to meet at least 6 monthly to audit and review in January and October.</p>	<p>£2,000</p>	
<p>Assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents.</p>	<p>Via membership of other bodies such as coastal community group to encourage local provision. By engagement of local PA members to ensure maximum provision for Leigh.</p>	<p>Continue support and membership of local bodies. Provide support and assistance to these bodies as required. To establish and maintain good working relationships with PA.</p>	<p>Ongoing.</p>	<p>£500</p>	
<p>Promote the best interests of the town for the benefit of the local community.</p>	<p>Support the work of other committees and Council by providing and maintaining the physical assets of the Council.</p>	<p>Chairman to engage with the Chairs of other committees at Chairman's liaison meetings and report back to committee.</p>	<p>Ongoing</p>		

**Community Facilities Action Plan 2016 – 2020**  
**25/07/16**

**Chair: Cllr Richard Herbert**

Outline actions agreed May 2016  
Enhance action plan agreed August 2016  
Quarterly reviews and feedback due November 2016 and February 2017



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REPORT 2605/Cllr VM

## LEIGH SKATE PARK AND ACTIVITY PLAZA

The objective is to provide for the people of Leigh on Sea and the surrounding area, of all ages and capabilities, an outdoor activity and recreation area on Leigh Marshes between the refuse centre and the golf driving range.

### Suggested List of Activities

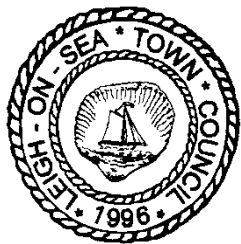
Revamped and extended skate park  
Football pitches  
Petanque  
Beach Volley Ball  
BMX track  
Picnic area  
Adventure trail  
Basketball / Netball  
Plus other public suggestions especially from disabled groups

### Amenities

Shelter  
WC  
Refreshments  
Possible future Park and Ride

### Initial Action Plan

1. Monitor car parking to south and west of existing skate park
2. Monitor access road traffic (Civic Amenity Site and Sunday Car Boot Sale) - this could possibly be commissioned from SBC or carried out by volunteers
3. Survey of land to the south of the Skate Park (possibly need to survey existing Skate Park)
4. Raise budget to carry out the above
5. Continued public engagement and involvement
6. Identify sources of external funding
7. Assess and identify sources of expert advice and guidance
8. Further develop action and business plan



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REPORT 2604/HS

## STRAND WHARF – MEMORIAL PLAQUES

### Background

At the CFC meeting 5<sup>th</sup> April 2016, the Committee welcomed the suggestion of designating one of the flower planters as a memorial planter, with plaques fixed on one side (to be paid for by the person requesting the plaque) and the Council seeking an annual contribution toward the cost of the maintenance of the flowers within the planters. The Committee undertook to produce a report to reflect these thoughts.

### Research

To date requests have been received for 7 memorial plaques although the availability of such an opportunity has not been advertised.

From the pictures taken, it can be seen that 8 areas are currently 'open' on the planters. The size of these areas are approximately 25cm x 25cm.

The brick sizes around the planters measure 24 cm x 5 cm.

The planting arrangement was a condition of planning and is now approved by SBC with specific shrubs and grasses only to be planted.

### Decisions to be made

#### 1. Number and position of plaques

##### Options:

- i. 7 large plaques allocated in the 'open' spaces for memorial plaques only and 1 with LTC logo.
- ii. A number of brick plaques allocated only, 8 'open' spaces with LTC logo plaques or just 'filled' in pending funding.
- iii. Pre-determined combination of large and brick plaques set aside as memorial plaques dependant on requests.

#### 2. Material of plaque to be set.

##### Options

- i. Brass
- ii. Mirror Stainless steel
- iii. Brushed stainless steel
- iv. Metal effect plastic laminate

All materials are suitable for outdoor use, although metal ones are longer lasting.

#### 3. Payment for plaques

##### Options:

- i. One off payment for a plaque.
- ii. One off payment and annual contribution for a plaque.

#### **4. Cost of plaques**

Options:

- i. Cost of supplying, fixing and engraving
- ii. As above plus contribution to SW

#### **5. Duration of plaques**

Options:

- i. Finite duration e.g. 5 years
- ii. In perpetuity

#### **6. Selection of Applicants**

Options:

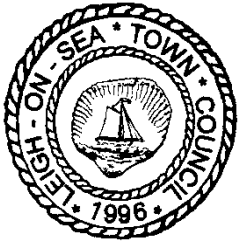
- i. Those that have applied only already
- ii. Advertise for any additional spaces on first come first serve
- iii. Advertise for any additional spaces with application date and by lottery i.e. out of a hat
- iv. Fixed term with regular reselection

#### **Suggested Terms and Conditions (based on SBC):**

- The full cost is payable in advance
- All plaques are the property of LTC
- The exact location of the plaque will be determined by LTC
- Plaques have a limited life and LTC cannot guarantee the long term safety or security of the plaque. LTC is not responsible for the replacement of the plaque resulting from damage, deterioration with age or vandalism. LTC may also have to remove plaques for the same reasons and these would not be replaced.
- LTC may remove or re site any plaque to accommodate the improvement of Strand Wharf for the benefit of users
- After a period of xx years LTC reserve the right to remove the plaques and offer the location to a new donor
- The burial, placement or scattering of ashes near the plaques, in planters or anywhere on Strand Wharf is not permitted
- To preserve the public nature of Strand Wharf, the use of the plaque as a memorial is not allowed and as such flowers and other memorial items placed will be removed.
- Only one standard sized plaque is allowed, this can be replaced on payment of the appropriate fee.







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## Facilities Managers Report 2606

### Maintenance works

The gent toilets have been finished. Newly painted and dilapidated walls are now solid again. This work has taken a little extra time as the toilet walls were quite wet after all the recent rain. I had a dehumidifier in the room for 3 weeks taking out 2 gallons per day. The entrance to the gents is still drying out and will be painted as soon as the walls will take it.

The down pipe outside the gents that has caused the water ingress has been upgraded to a 110mm pipe to help take the volume of water from our roof. This wall is still very damp and will take some time to dry out. Drains have been cleaned out

The roof has had more remedial work as we have had some more leaks. We are water tight again. I feel this is going to be a constant battle until major works are undertaken.

### Lift

I have now signed the contract with Quantum Services to carry out our lift repairs and maintenance.

### Induction loop for council chambers

I have had a quote for the supply of an Induction loop for room 6. The system priced is for a static unit not interchangeable between rooms due to the wire being permanently attached to the walls. If a portable system is needed these only work on a 1 to 1 basis i.e. at the reception counter.

We would receive

- 1 x Wall Mount Induction Loop
- 1 x Boundary Microphone
- 1 x Induction loop cable,

Additional cable can be purchased to fit in another room if we require it to be used elsewhere. This will be at an extra cost.

The system is very simple to install and can be completed by the caretaking staff in a few hours. The cost of the system is £385.00 plus VAT.

It is **RECOMMENDED** that the system be purchased for the Council Chamber only at this stage.

### Staff

Our new part time caretaker has started this month so we have a full complement of staff for our upcoming events this month and we will be busy most weekends over the month of August. Our apprentice is coming along nicely and is growing in confidence and taking on more responsibility in his role.

We are still looking for an ad hoc caretaker to cover holidays and sickness. This would also be handy for our events.

### Lighting

I am planning on changing the lights in the cafe room 1 and the entrance foyer as most of these lights are at the end of their life. I will be replacing them with bright white LED units. This will be done in the next few weeks as we have our annual energy inspection in September. This will still be cheaper than the quote for just the cafe area that I have received.

The LED lights that I will be installing are cheaper to supply and run than the fluorescent lights that we already have at £56 per 5 foot unit. I am going to see if I can get a discount from our suppliers for a bulk buy as with the lower hall we will need some 30 lights just for the ground level.

#### External soundproofing

We have been installing the soundproofing for all events in the lower hall and have been monitoring the sound levels around the building and in the car park/garden of the property next door. I have been using a decibel meter on my phone and have had very similar results for all the events so far.

The meter reading in the car park next door is coming up as not louder than the road at the front of the building.

#### Decorating.

Rooms 1 and 3 are next on the list for redecorating. We will be using our quiet time in August to paint both rooms. These will be in neutral colours magnolia and white. At this time the lighting will be upgraded to the LED. Room 1 will also be getting a new door to bring us up to code with fire regulations.

It has been decided that the cafe will remain the same colour so the new lighting can go up as soon as I can get in there when it's not busy. The cupboard at the end of the bar is to be decorated at the same time as this has never been done and the café quiet area will be re-freshed in white.

<b>COMMUNITY FACILITIES BUDGET</b>					<b>2016/17</b>					
<b>INCOME</b>	Budget 2016/17	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
LCC Hire Income	£ 105,000.00	£ 32,716.00	£ 72,284.00	31.16%	LCC Expenditure	£ 24,025.32	£ 71,770.00	£ 17,689.65	£ 78,105.67	24.65%
LTC Premises Contribution	£ 25,000.00	£ -	£ 25,000.00	0.00%	LCC Staffing		£ 134,476.00	£ 29,442.99	£ 105,033.01	21.89%
Other Income	£ 773.48	£ 1,708.14	-£ 934.66	220.84%	Highways Expenditure	£ 331.03	£ 8,000.00	£ 38.50	£ 8,292.53	0.48%
Highways Income		£ -	£ -		Strand Wharf Expenditure		£ 2,450.00	£ 80.30	£ 2,369.70	3.28%
Strand Wharf	£ 1,000.00		£ 1,000.00	0.00%	Skate Park Expenditure	£ 2,402.25	£ 4,550.00	£ 342.98	£ 4,207.02	7.54%
LCC Fundraising		£ 40.14			Skate Park Staffing		£ 3,921.00	£ 910.51	£ 3,010.49	23.22%
					Strand Wharf (Capital)	£ 76,923.37	£ -	£ 427.04	£ 76,496.33	
<b>Total Income</b>	<b>£ 131,773.48</b>	<b>£ 34,464.28</b>	<b>£ 97,349.34</b>	<b>26.15%</b>	<b>Total Expenditure</b>	<b>£ 103,681.97</b>	<b>£ 225,167.00</b>	<b>£ 48,931.97</b>	<b>£ 277,514.75</b>	<b>21.73%</b>

Community Facilities Committee 2<sup>nd</sup> August 2016 – Appendix 4

<b>INCOME</b>	Budget 2016/17	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Room Hire	£ 105,000.00	£ 32,716.00	£ 72,284.00	31.16%	Insurance		£ 2,800.00	£ 2,746.49	£ 53.51	98.09%
LTC Building Contribution	£ 25,000.00	£ -	£ 25,000.00	0.00%	Business Rates		£ 8,000.00	£ 3,192.00	£ 4,808.00	39.90%
Bursary Fund		£ 70.50	-£ 70.50		Professional Fees		£ -	£ -	£ -	
LTC Events Hire	£ 600.00	£ 299.25	£ 300.75	49.88%	Utilities		£ 18,800.00	£ 6,544.19	£ 12,255.81	34.81%
Other Income		£ 534.91	-£ 534.91		Catering		£ -	£ 173.48	-£ 173.48	
Coffee Machine Recovery	£ 173.48	£ 173.48	£ -		Infrastructure Costs + F&F (Capital)	£ 12,076.68	£ 4,000.00	£ -	£ 16,076.68	0.00%
Events at LCC after room hire		£ 630.00			Professional Fees	£ 5,000.00			£ 5,000.00	
			£ -		Cleaning & Waste / H&S		£ 7,000.00	£ 1,165.13	£ 5,834.87	16.64%
Grants Received		£ -	£ -		Advertising & Website		£ 3,000.00	£ 679.97	£ 2,320.03	22.67%
Friends Fundraising		£ 40.14	-£ 40.14		Security & Alarms		£ 2,300.00	£ 773.04	£ 1,526.96	33.61%
					Internal Maintenance	£ 2,315.75	£ 10,000.00	£ 1,158.37	£ 11,157.38	11.58%
					External Maintenance	£ 4,632.89	£ 6,500.00	£ 416.25	£ 10,716.64	6.40%
					Miscellaneous		£ 2,000.00	£ 466.06	£ 1,533.94	23.30%
					Licences		£ 3,870.00	£ 222.15	£ 3,647.85	5.74%
					IT		£ 1,000.00	£ 152.52	£ 847.48	15.25%
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ -	£ 500.00	0.00%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Salaries (Admin)		£ 57,280.54	£ 12,142.04	£ 45,138.50	21.20%
					Salaries (Janitorial)		£ 77,195.46	£ 17,300.95	£ 59,894.51	22.41%
					Friend's Purchases		£ 40.14	£ -	£ 40.14	
<b>TOTAL INCOME</b>	<b>£ 130,773.48</b>	<b>£ 34,424.14</b>	<b>£ 96,979.34</b>	<b>26.32%</b>	<b>TOTAL EXPENDITURE</b>	<b>£ 24,025.32</b>	<b>£ 206,246.00</b>	<b>£ 47,132.64</b>	<b>£ 183,138.68</b>	<b>22.85%</b>

<b>STRAND WHARF DETAILED BUDGET</b>				<b>2016/17</b>	
<b>INCOME &amp; EXPENDITURE</b>	Budget 2016/17	Income	Expenditure	Balance	% Spent
Income	£ 1,000.00				
Cleaning	£ 2,000.00			£ 2,000.00	
Maintenance	£ 300.00		£ 35.00	£ 265.00	
Electricity	£ 150.00		£ 45.30	£ 104.70	
<b>TOTAL EXPENDITURE</b>	<b>£ 2,450.00</b>		<b>£ 80.30</b>	<b>£ 2,369.70</b>	<b>3.28%</b>

<b>HIGHWAYS DETAILED BUDGET</b>				<b>2016/17</b>		
<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2016/17	Income	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,500.00		£ -	£ 4,500.00	0.00%
Bus Shelters	£ -	£ 3,000.00		£ 38.50	£ 2,961.50	1.28%
New Bus Shelters		£ -		£ -	£ -	
Highway Infrastructure	£ 331.03	£ 500.00		£ -	£ 831.03	0.00%
Phone Box			£ -	£ -	£ -	
Staff Costs		£ -			£ -	
<b>TOTAL EXPENDITURE</b>	<b>£ 331.03</b>	<b>£ 8,000.00</b>	<b>£ -</b>	<b>£ 38.50</b>	<b>£ 8,292.53</b>	<b>0.48%</b>

<b>SKATE PARK DETAILED BUDGET</b>				<b>2016/17</b>		
<b>EXPENDITURE</b>	EMR 2015/16 B/F	Budget 2016/17	Expenditure	Balance	% Spent	
Rent		£ 50.00	£ -	£ 50.00	0.00%	
Cleaning	1414.44	£ 2,000.00	£ 231.44	£ 1,768.56	11.57%	
Electricity		£ 500.00	£ 98.65	£ 401.35	19.73%	
Miscellaneous		£ 300.00	£ 12.89	£ 287.11	4.30%	
Grass Cutting		£ 700.00	£ -	£ 700.00	0.00%	
Skate Park Maintenance	987.81	£ 1,000.00	£ -	£ 1,000.00	0.00%	
Staffing Costs		£ 3,921.00	£ 910.51	£ 3,010.49	23.22%	
<b>TOTAL EXPENDITURE</b>	<b>£ 2,402.25</b>	<b>£ 8,471.00</b>	<b>£ 1,253.49</b>	<b>£ 7,217.51</b>	<b>14.80%</b>	