



Leigh-on-Sea Town Council

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Chairman: Cllr Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson



MINUTES OF A MEETING OF THE STRATEGY & TOWN PLAN SUB-COMMITTEE HELD ON WEDNESDAY 29th OCTOBER 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert, (Chairman), Margaret Cotgrove, Donald Fraser, Jerry Holden, Pat Holden, Carole Mulrone and Caroline Parker (from Min 6, until Min 8)

In Attendance: Cllrs Geoff Crawford and Paul Lawrence, Paul Beckerson (Town Clerk)

The meeting opened at 7.32pm

1. ELECTION OF CHAIRMAN

Cllr Richard Herbert was elected Chairman

2. ELECTION OF VICE CHAIRMAN

Cllr Carole Mulrone was elected Vice Chairman

3. APOLOGIES FOR ABSENCE

Cllr Syrie Cox

4. DECLARATION OF MEMBERS' INTERESTS

None

5. MINUTES OF THE 6th FEBRUARY 2013

The minutes of the 6th February 2013 were agreed and signed by the Chairman.

6. CONSIDERATION OF FORMAT OF STRATEGIC REVIEWS

Cllr Caroline Parker joined the meeting

Members discussed the draft circulated at the meeting and the headings contained within them.

It was **RECOMMENDED** that the following changes be made:

- That when staff are cited that the actual apportionment of time be identified.
- That the headings 'Can benefit increase' and 'can cost be reduced' be amalgamated into a single heading 'Opportunities'

Members then discussed the timing of the reviews and the process to which they should be subjected. It was generally felt that the process should take place at the end and start of the administrative year. The reviews could form the basis of the reports by Chairman of their Committees actions and projects over the past year as presented at the Annual Town Elector's Meeting. Prospective Committee Chairman could review these activities and consider additions or alterations.

It was **RECOMMENDED** that the following process should be put in place:

- That the Strategic Reviews be broken down into each Committee area of activity
- That the Strategic Reviews be dealt with by the programmed Committees
- That at the first meeting of each Committee in the administrative year the current review be considered to assess any changes and updates.
- That each Committee review its Strategic Objectives at its June meeting (or first available meeting)

7. ASSESSMENTS OF NEW PROJECTS OVER £5,000

The Sub-Committee welcomed and noted the proposals submitted and **RECOMMENDED** the following:

- That the proforma should contain the timescale of the project and separately identify Capital and Revenue costs.
- That the proposals go to the appropriate Committee in the first instance for consideration, and then if required to F&GPC if there are financial aspects outside the scope of the Committee.
- Once the originating Committee has approved the proposal for consideration, it should then go to S&TPSC to give its view in parallel with the normal Committee process, all assessments to be considered together

8. STRAND WHARF – EVALUATION OF FINAL PROJECT (Appendix 1 to the agenda)

Cllr Caroline Parker left the meeting (after expressing her view in support of the project)

Members considered the review, welcoming the finalisation of the project and looked forward to it proceeding. The proposal should include reference to the Competitive Tendering Procedure.

The Sub-Committee **agreed** the following statement of intent:

Strategic and Town Plan Sub-committee has reviewed the Strand Wharf Project and considers that the current proposals can be completed within the existing budget and that the objectives of the project will be successfully achieved in accordance with the Council's Core Strategy. The Sub-Committee looked forward to the project being carried forward to completion.

The meeting closed at 8.48pm