



Leigh-on-Sea Town Council

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



MINUTES OF A MEETING OF THE STRATEGY & TOWN PLAN SUB-COMMITTEE HELD ON TUESDAY 13th JANUARY 2015 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert, (Chairman), Donald Fraser, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulrone and Caroline Parker (Until Min 11)

In Attendance: Cllrs Syrie Cox, Valerie Morgan, Patsy Ryan and Jane Ward, Paul Beckerson (Town Clerk)

The meeting opened at 7.06pm

8. APOLOGIES FOR ABSENCE

None

9. DECLARATION OF MEMBERS' INTERESTS

None

10. MINUTES OF THE 2nd DECEMBER 2014

The minutes of the 2nd December 2014 were agreed and signed by the Chairman.

11. CONSIDERATION OF TOWN COUNCIL STRUCTURAL REVIEW (Appendix 1 to the agenda)

The meeting was adjourned to allow a free discussion on the alternative proposals

The informal discussion arrived at a unanimous consensus.

Cllr Caroline Parker left the meeting during the discussion

The meeting was reconvened

The Sub-Committee **RECOMMENDED** the following structure as set out below and illustrated in Appendix 1.

Council and Committee cycle would be bi-monthly (Held on alternate months 6 times a year) with the exception of Planning, Licensing and Highway Committee which would meet generally fortnightly as at present.

There will be four standing committees:

Finance and General Purposes Committee (suggest rename to Policy and Resources) remit much the same as at present.

Sub Committees – Personnel (ad hoc)

Environment & Leisure Committee – To encompass Events; Community Transport; Allotments; Environmental issues

Sub Committees – Events (ad hoc) and Allotments to meet quarterly

Community Facilities Committee – Community Centre; Skate Park; Transport Assets (Bus Shelters and seats etc.); Strand Wharf

Planning, Licensing & Highways Committee – All consultations relating to planning, licence applications and Traffic Regulation Orders and will meet as now generally fortnightly

All Standing Committees and Sub-Committees will be serviced by staff as at present.

The relationship between committees will remain as now.

Project Development Groups

A Project Development Group would be constituted to accompany and complement each standing committee. The purpose of these groups would be

- * to act as a sounding-board on matters arising,
- * to enable informal discussion on new ideas and proposals,
- * to set up task and finish groups to work on long-term/complex matters (e.g. Strand Wharf, Skate Park re-modelling, Community Centre refurbishment),
- * to facilitate the involvement of interested parties from both inside and outside the Council,
- * to prepare coherent, comprehensive and thought-through proposals and recommendations to the parent committee

Project Development Groups would meet as required, normally in the alternate month of their parent committee.

Each Project Development Group would be chaired by the parent committee Chairman to co-ordinate matters for discussion.

Meetings would be open to all councillors and other interested parties and an agenda of topics up for discussion would be circulated.

Task and Finish Groups would provide the Project Development Group with the detailed reports necessary for a proposal to be made to the parent committee together with reports on progress made.

The quality of proposals going to committee should be enhanced by the informal nature through which they were reached and by the inclusion of the views arising from a range of interested parties.

The discussions that will take place outside the formal committee context should lead to a reduction in the time spent debating topics at committee meetings.

Proposed Cllr Carole Mulrone; seconded Cllr Paul Lawrence

The Sub-Committee unanimously **agreed** the recommendation to F&GPC. A revised Terms of Reference and draft Meeting Timetable will be presented with the recommendation to the February F&GPC.

The meeting closed at 9.19pm

