



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE COMMUNITY FACILITIES COMMITTEE HELD ON 5TH APRIL 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Carole Mulroney, Valerie Morgan, Caroline Parker, Helen Robertson and Vivien Rosier

In attendance: Cllr Donald Fraser, Graham Davison (Facilities Manager), Francesca Smith (Community Centre Administrator) and Vivien Choppen (Senior Administrator)

The meeting opened 7.30pm

78. ELECTION OF VICE CHAIRMAN

The decision to elect a new Vice Chairman, on the resignation of Alistair Hanman, was deferred to after the formation of the new council in May.

79. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and requested everyone use the new microphone system when speaking.

80. APOLOGIES FOR ABSENCE

Cllr Jane Ward

81. APPROVAL OF MINUTES OF THE MEETING OF 2ND FEBRUARY 2016

The minutes of the meeting of 2nd of February 2016 were agreed and signed by the Chairman.

82. DECLARATION OF MEMBERS' INTERESTS

Cllr Mulroney declared a non-pecuniary interest as a Southend Borough Councillor with regard to Strand Wharf and because of her personal interest in having a memorial plaque of the Wharf. Minutes 67 and 80 refers.

COMMUNITY FACILITIES

83. BUS SHELTERS – Agenda Item 6

The Report was **NOTED**.

84. SKATE PARK AND ACTION PLAN PROFORMA– Agenda items 7 and 10 taken together

The Chairman informed the Committee of current thinking on the Skate Park area - namely to develop a village green style activity area for all age groups on the opposite side of the road to the Skate Park. A meeting has been arranged with officers of Southend Borough Council on 15th April to discuss the project in principle.

The Committee **RESOLVED** that this project should be included in the Committee's 3 year plan and to use the new action plan proforma document (Agenda item 10) to outline both this proposal and the three year Community Centre refurbishment programme.

85. STRAND WHARF - **Agenda Item 8**

The Wharf - The Chairman provided an update on the Strand Wharf Development.

Memorial Plaques - 'Under Standing Order 15 the Chairman of the Council granted a dispensation to Councillor Mulroney to remain and take part in the discussion on this item.'

Differing opinions were expressed about the suitability of plaques being fixed to seats and the problems caused by flowers being left there. 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 towards the cost of the maintenance of the flowers within the planters. The Committee undertook to produce a report to reflect these thoughts.

Terms & Conditions for Users – The Committee **RESOLVED** that it be **RECOMMENDED** to Council that it approves the Terms and Conditions of Use of Strand Wharf subject to the following amendments and one deferred item:

- Line 15 - £1 be amended to read £10
- Line 16 – add 'and/or water' after the word electricity
- Line 39 - 12am be amended to read 12noon

The Committee requested that the Acting Town Clerk seek practical advice from Southend Borough Council on a form of words for inclusion in the Terms & Conditions to address the identified problem of how to secure an open public space overnight or until a Council representative can arrive to inspect the Wharf after use.

REFERENCES FROM COMMITTEES AND GROUPS
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86. ARTS PDG – **Agenda Item 9**

The Committee **RESOLVED** that it be **RECOMMENDED** to Council that the Attic Licence be agreed.

The Committee **RESOLVED** that the Artist in Residence Brief be adopted, subject to the following amendments:

The following paragraph is added after the main heading of Artist in Residence Brief as follows

'For the purposes of this Brief the Artist in Residence is the Licensee of the Property for the Licence Period and the Operator is the Licensor, all of which terms are as defined in the Licence.'

The first sentence of the paragraph Application and Appointment Process reads 'or the Borough of Castle Point and the District of Rochford'

Under the section on Terms and Conditions the following wording is added before the last paragraph 'The Licensee will be billed on a monthly basis for all utility usage.'

87. ACTION PLAN PROFORMA - **Agenda Item 10**

See minute 84 above.

88. LCC PRICING STRUCTURE T&FG - **Agenda Item 11**

The Group will report on the LCC pricing structure at the next Committee meeting.

COMMUNITY CENTRE

89. SCHEME OF DELEGATION REPORT 2592/HS - Agenda Item 12

Following an additional amendment to replace the Volunteer Coordinator with the Town Clerk, the Committee **RESOLVED** that the Scheme of Delegation adopted on 4th December 2012, be revised to reflect current staff structure, be applied.

90. CIVIC BOOKINGS – Agenda Item 13

The Committee **RESOLVED** that it be **RECOMMENDED** to Council that the cost of civic events be sponsored by P&R Committee.

91. COMMUNITY CENTRE ADMINISTRATOR'S REPORT – Report 2595/FS – Agenda Item 14

The Community Centre Administrator's report was **NOTED**. The Committee were particularly impressed on the work done to develop the Community Centre's website. The Committee congratulated the Administrator on the wide range of well supported, children's events she had organised during school holiday periods.

92. FACILITIES MANAGER'S REPORT – Report 2596/GD – Agenda Item 15

The Facilities Manager's report was **NOTED**.

93. DISPOSAL OF ASSETS – Agenda Item 16

The Committee **RESOLVED** that the outdoor monitor screen is sold as soon as possible and that the Facilities Manager be tasked with selling the screen.

94. COMMUNITY CENTRE REFURBISHMENT PROJECT - Agenda Item 17

The Committee **NOTED** the report.

95. LORNA & LOTTIE'S REPORT - Agenda Item 18

The Committee **NOTED** the report.

FINANCIAL

96. BUDGET REPORT – 22ND MARCH – Agenda Item 19

The Committee **NOTED** the report.

97. CLASS EXPENDITURE – Agenda Item 20

The Committee **RESOLVED** that it be **RECOMMENDED** to Council to agree the Class Expenditure headings relating to Community Facilities.

CONFIDENTIAL

98. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960 - Agenda Item 21

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 Contractual)

Start of confidential business

99. CONTRACTUAL CONSIDERATIONS AT STRAND WHARF - **Agenda Item 22**

The Committee **NOTED** the report regarding materials and the position of benching and **APPROVED** the actions taken.

End of confidential business

The meeting closed at 9.30 pm. Councillor Caroline Parker having left the meeting at 9pm.