



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulrone
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE COMMUNITY FACILITIES COMMITTEE
HELD ON 2ND AUGUST 2016
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Valerie Morgan, Ron Owen, Caroline Parker (until minute 26), Helen Robertson and Vivien Rosier

In attendance: Cllrs: Karen Bowden (until minute 24), Donald Fraser, Graham Davison (Facilities Manager) Paul Beckerson (Town Clerk) and Helen Symmons (Acting Town Clerk)

The meeting opened 7.30pm

17. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and reported that Strand Wharf was now in use although some works had yet to be completed. Good use had been made of the wharf at the Leigh Folk Festival. Staff were performing well in the Community Centre and the 30 year lease extension on the Centre had now been sealed and signed.

18. APOLOGIES FOR ABSENCE

Cllrs: Carole Mulrone and Declan Mulrone.

19. DECLARATION OF MEMBERS' INTERESTS

There were none.

20. APPROVAL OF MINUTES OF THE MEETING OF 17TH MAY & 7TH JUNE 2016

The minutes of both meetings were agreed and signed by the Chairman.

21. PUBLIC REPRESENTATIONS

There were none.

COMMUNITY FACILITIES

22. CFC ACTION PLAN

The Chairman reminded members that the Committee had agreed to only take forward 2 projects and this was reflected in the Action Plan. There were no comments or questions from those members present and the plan will now be presented to Council.

23. SKATE PARK – **Agenda item 7**

The Chairman provided an insight to members of the thinking behind a Sub-Committee. Members will decide on a Committee name when formed. All Councillors may attend the meetings but the Chairman reminded members that those wishing to be on the Sub-Committee must be there to work fully on the project.

The following amendments to the proposed Terms of Reference were proposed by Cllr Herbert:

- i. The Sub-committee to consist of 4 Councillors and 3 Co-opted members. Seconded Cllr Owen and **RESOLVED**
- ii. To submit a project assessment for approval to CFC and Council. Seconded Cllr Morgan and **RESOLVED**
- iii. To submit a detailed proposal and project budget with appropriate monitoring and reporting to CFC and Council. Seconded Cllr Parker and **RESOLVED**
- iv. The membership of the Sub-Committee to be Cllrs Bowden, Morgan, Owen and Parker with Cllrs C Mulroney and Robertson as ex-officio members. Under TOR TR1d, the co-opted members to be appointed by Council. Seconded Cllr Parker and **RESOLVED**

The Committee **RESOLVED** Agenda proposal 7a with the amendments.

The Committee **RESOLVED** that the Sub-Committee determine a sum for CFC to **RECOMMEND** to P&RC as an initial project development budget allocated to the Sub-Committee from the Capital Projects reserve.

24. STRAND WHARF MEMORIAL PLAQUES - **Agenda item 8**

Cllr Bowden left the meeting

Members discussed the item in great length on what was an apparently emotive subject.

It was proposed (Cllr Owen, seconded Cllr Rosier) not to have plaques at all on Strand Wharf which resulted in an equality of votes. Under SO 3q, the Chairman exercised the casting vote and the proposal did not pass.

The Committee then **RESOLVED** the following with regard to each option presented in report 2604/HS:

- 1) 8 plaques to be sited on the top of the corners of the large planters
- 2) The plaques will be brass
- 3) There will be a 'one off' payment for each plaque
- 4) Cost will include a donation to Strand Wharf and will be £500 inclusive of the plaque and engraving. Cllr Parker wished it minuted that she was not in favour of this decision.
- 5) Duration of the plaques will be 20 years in line with SBC policy.
- 6) The applicants will be those who have already expressed a wish for a plaque and the term will be 20 years, with a general enquiry waiting list upon expiry of said term.
- 7) Terms and Conditions will be issued as per those recommended on the report with a period of 20 years inserted.
- 8) The historic Grace Robson plaque will be re-sited on the small planter by Plumbs Cottage, near the Heritage Centre, as part of the original commitment made to the Leigh Society. The Leigh Society will pay for the plaque only.

COMMUNITY CENTRE

25. COMMUNITY CENTRE ADMINISTRATOR'S REPORT

The Committee **NOTED** the report and the Chairman congratulated staff on keeping the Centre vibrant during the school summer holiday period. Cllr Rosier reported that she would be meeting shortly with the new Artist in Residence.

26. FACILITIES MANAGER'S REPORT – **Agenda item 10**

The Committee **NOTED** the report followed by a discussion regarding the recommendation for a loop induction system. The Chairman reported he had spoken with hirers and it was not something they were actively requesting. The new conference system and PA system at present seemed adequate for needs.

Cllr Parker left the meeting

An amendment to the recommendation was proposed (Cllr Herbert, seconded Cllr Robertson) that the Committee authorise the expenditure and installation of the system in an appropriate room when requested.

The Committee **RESOLVED** the amended proposal.

27. LCC PRICING STRUCTURE - **Agenda item 11**

The Committee **RESOLVED** from April 2017 to increase the discounted hourly hire rate for the smaller rooms to £7.60 per hour and that the standard rate for the Lower Hall weekdays until 6 p.m. will remain at £17.50 per hour.

28. LORNA & LOTTIE'S REPORT

The Committee **NOTED** the report but raised the issue of plastic glasses being used for functions. It was clarified that this is a licensing issue as no glass is permitted away from the bar area. The Committee requested that the Acting Town Clerk raise the following points with the café licensee:

- a. To please use better quality plastic glasses as they had received numerous adverse comments to the type currently being used.
- b. That the café staff please be asked to recycle plastic glasses and cans after functions as the Council promotes this within their magazine.

FINANCIAL

29. BUDGET REPORT

The Committee **NOTED** the report with the Chairman highlighting that LCC staff are keeping costs down and pro-actively chasing outstanding room hire invoices when required.

CONFIDENTIAL

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

The Committee **RESOLVED** the recommendation

Start of Confidential Business

31. LEASE CONSIDERATIONS AT STRAND WHARF

The Committee **RESOLVED** to **RECOMMEND** to Council that the lease be completed when appropriate.

Close of Confidential Business

The meeting closed at 8.50 p.m.