



# 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 Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

You are hereby summoned to a meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 18<sup>th</sup> July 2017** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm when it is hoped to transact the following business.

## AGENDA

1. THE CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 6<sup>TH</sup> JUNE 2017
5. PUBLIC REPRESENTATIONS
6. SOUTHEND BOROUGH COUNCIL

This is a new agenda item inviting Southend Borough Councillors to report matters and issues either in person or by correspondence to Leigh Town Council relevant to the Town Council's area.

Report from Cllr Arscott representing Leigh Ward at SBC:

### **Review of Primary School Catchment Areas and Admission Arrangements**

At this stage this is a pre-consultation document. The Cabinet report to which many people are referring is not the final draft and not the consultation document. Please could you ask residents contacting you on this matter to forward their concerns to the SBC Ward Councillors.

For information purposes, the letter sent to parents by Southend Borough Council is attached ([Appendix 1](#)). SBC advise that information relating to this pre-consultation listening and engagement phase will be widely available shortly and the Town Clerk will ensure it is added to a Council agenda for LTC to respond. In the meantime, further information can be found at: [http://www.southend.gov.uk/info/200176/school\\_admissions/778/admission\\_consultation](http://www.southend.gov.uk/info/200176/school_admissions/778/admission_consultation)

7. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

## COMMITTEES

8. COMMITTEES  
To receive Minutes of Committees and Report 2648/Payments List
  - a) Planning, Highways & Licensing Committee - To receive minutes of [23<sup>rd</sup> May](#), [13<sup>th</sup> June](#), [27<sup>th</sup> June](#) and [11<sup>th</sup> July 2017](#)

**RECOMMENDATION TO COUNCIL**- None made

- b) Community Facilities Committee – To receive minutes of [6<sup>th</sup> June 2017](#)

**RECOMMENDATION TO COUNCIL:**

- Minute 7 – Sale of Assets

The Bookings/Administration Assistant reports that we currently have 6 potential hirers on the waiting list wanting a small, clear room for classes on a regular basis and a flexible furniture arrangement in Room 6 would meet this demand.

- c) Environment & Leisure Committee – To receive minutes of [20<sup>th</sup> June 2017](#)

**RECOMMENDATION TO COUNCIL:**

- Minute 11 – Allotment Rent review

[Appendix 2](#) provides allotment financial information to Council following the Committee's recommendation. For administrative purposes, the Town Clerk would like Council to consider an amendment to the recommendation of E&L that 'an annual percentage increase of 4% **to the nearest 50p** be applied year on year'

- d) Policy & Resources Committee - To receive minutes of [4<sup>th</sup> July 2017](#)

**RECOMMENDATIONS TO COUNCIL:**

- Minute 7 – Councillor Code of Conduct – See Agenda Item 9
- Minute 8 – Health & Safety Policy – See Agenda Item 10
- Minute 16 – Approve Expenditure (Report 2648/Payments list - [Appendix 3](#)) page 9

DECISION ITEMS
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9. COUNCILLOR CODE OF CONDUCT ([Appendix 4](#)) page 14

It is **RECOMMENDED** that Council resolve the revision to the Principles, the same as Southend Borough Council's Members' Code of Conduct. As the only revision is to the Principles, it is only this section of the document attached at Appendix 4.

10. HEALTH & SAFETY POLICY ([Appendix 5](#)) page 16

It is **RECOMMENDED** that Council adopt the revised policy with the next review date of July 2020.

11. POST OFFICE CONSULTATION ([Appendix 6](#)) page 19

The Post Office would like feedback and comments that can help inform their plans, particularly on the following areas:

- How easy is it to get to the proposed new location?
- Are the new premises easy for your get into and are they easily accessible once inside?
- Are there any other local community issues which you believe could be affected by or affect the proposed move?
- If the move were to proceed is there anything we could do to make it easier for customers?

It is **RECOMMENDED** that Council respond to this consultation which ends 26<sup>th</sup> July 2017.

The Post Office is holding a customer forum at Leigh Community Centre on Thursday 20<sup>th</sup> July 15.30 – 19.00

12. COUNCIL AWARDS – APPLICATION FOR QUALITY STANDARD LEVEL

It is **RECOMMENDED** that Council confirms by resolution that it meets all requirements for the Foundation Award and also publishes them on its website.

It is **RECOMMENDED** that Council resolves that Leigh Town Council has achieved items 24-33 (listed below) of the Quality Standard Level and that all documentation relating to these items can be found on the Town Council website:

- Draft minutes of all Council and Committee meetings within four weeks of the last meeting
- Health & Safety Policy
- Policy on Equality
- Councillor Profiles
- A Community Engagement policy facilitating two-way communication between the Council and community
- Grant Awarding Policy
- Evidence showing how electors contribute to the Annual Town Meeting
- An Action Plan that clearly responds to community engagement and sets out a timetable for action including dates for reviewing the Action Plan
- Evidence of community engagement
- Council activities
- Promotion of the democratic processes
- Annual Report
- Online material
- At least four news bulletins a year
- Evidence of helping the community plan for the future

It is **RECOMMENDED** that Council resolve that the following items of the Quality Standard Level have been achieved:

- Scheme of Delegation
- Addressed complaints received in the last year
- At least two thirds of it Councillors are elected
- A printed Annual Report is distributed widely across the community
- A qualified Clerk
- A Clerk employed according to nationally agreed terms and conditions
- A formal appraisal process for staff
- A training policy and record for all staff and Councillors

13. COMMUNITY INFRASTRUCTURE LEVY ([Appendix 7](#)) page 25

It is **RECOMMENDED** that the Council consider the recommendation within Report 2650.

FOR NOTING
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14. TOWN CLERK'S REPORT ([Appendix 8](#)) page 29

15. REPORT ON EALC POLICE CONFERENCE BY CLLR VALERIE MORGAN ([Appendix 9](#)) page 31

16. CCTV PROVISION IN LEIGH

SBC are proposing new camera placements in the following Leigh areas:  
Leigh Road junction with Leigh Cliff Road  
Leigh Broadway junction with Grand Drive  
Leigh Broadway junction with Alexandra Road

CONFIDENTIAL

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

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) - contractual)

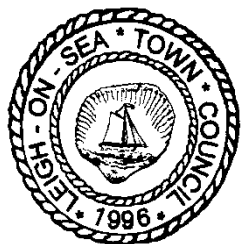
18. MDAS SHOP AND CAFE – Confidential Appendix 1



Helen Symmons  
Town Clerk  
13<sup>th</sup> July 2017

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

DATE OF NEXT MEETING: Tuesday 19<sup>th</sup> September 2017



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## MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 6<sup>th</sup> JUNE 2017 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jane Ward (Chairman), Valerie Morgan (Vice Chairman), Anita Forde (from minute 34), Patrick Fox (from minute 28), Donald Fraser, Jill Healey, Fr. Clive Hillman, Carole Mulroney, Declan Mulroney, Ron Owen and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk)

### MINUTES

#### ***The meeting opened at 7.00 pm***

#### 80. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and in accordance with Standing Order 3i permitted all members to remain seated when speaking throughout the meeting.

#### 81. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair, Karen Bowden, Mark Bromfield, Richard Herbert and Caroline Parker (who wished it known that she was attending a last minute medical appointment).

#### 82. DECLARATION OF MEMBERS' INTERESTS

There were none declared.

#### 83. APPROVAL OF THE MINUTES OF THE ANNUAL COUNCIL MEETING 16<sup>TH</sup> MAY 2017

The minutes of the meeting 16<sup>th</sup> May 2017 were agreed and signed by the Chairman as a true and accurate record.

#### 84. PUBLIC REPRESENTATIONS

There were none.

#### 85. COUNCILLOR QUESTIONS

There were none.

### ANNUAL RETURN FOR YEAR ENDED 31<sup>ST</sup> MARCH 2017

#### 86. INTERNAL AUDIT FINAL REPORT 2016/17 – **Agenda Item 7**

The Council **NOTED** the report congratulating the Finance team for the high standards maintained.

#### 87. ANNUAL GOVERNANCE STATEMENT 2016/17 – **Agenda Item 8**

The Council **RESOLVED** that having considered the finding of the review 21<sup>st</sup> March where the 8 statements were read out individually and resolved after each statement (minute 123) Section 1 of the Annual Governance Statement was **APPROVED** and the Chairman and Town Clerk signed the document immediately following the resolution.

**88. ANNUAL ACCOUNTS – Agenda Item 9**

The Council **RESOLVED** the Income and Expenditure Account, Balance Sheet and supporting notes to accounts. The new layout of the I&E account was preferred.

**89. ACCOUNTING STATEMENTS 2016/17 – Agenda Item 10**

The Council **RESOLVED** that Strand Wharf is valued in the asset register at the landscaping cost of £130,000 and **APPROVED** Section 2 Accounting Statements together with an explanation of variation of 15% and above and a statement of Income and Expenditure relating to Box 7 and 8 of the return. The Town Clerk as RFO had certified the statements and the Chairman signed the document immediately following the resolution.

***The meeting closed at 7.15 pm***

# Southend-on-Sea Borough Council

Department for People  
Brin Martin - Director of Learning

Our ref: school consultation Telephone: 01702 215007  
Your ref: \*\*  
Date: 28/06/17 E-mail: schoolcatchment@southend.gov.uk  
Contact Name: Catherine Braun DX 2812 Southend



Dear Parent/s

## Review of Primary School Catchment Areas and Admission Arrangements

You may be aware that at its meeting of 20 June 2017, the Council's cabinet discussed a report regarding a consultation process that will be required as part of reviewing the catchment area for schools in the Leigh-on-sea, Chalkwell and Eastwood areas. This is for the admission arrangements for 2019/20 and onwards. This report also contained detailed draft documentation, but to clarify this documentation does not represent what our final solutions for pre-consultation will be.

We are planning a meaningful and detailed two-stage consultation process. This will start with a pre-consultation listening and engagement phase that will ask the community their views regarding possible solutions. It is important to clarify that full information on these solutions, including maps and proposed arrangements for all affected primary schools have not yet been agreed or finalised. We anticipate that they will be finalised by mid-July, at which point they will be made widely available to the public as the pre-consultation period begins. To request this information once available, please email [schoolcatchment@southend.gov.uk](mailto:schoolcatchment@southend.gov.uk)

During the listening and engagement phase, you will have an opportunity to

- consider all solutions/proposals
- come to an informal interactive session where details can be discussed
- respond to the solutions/proposals in writing (electronically or on a paper form)
- make recommendations and put your views forward

Once we have gathered all of the views of the community and fed back to schools and Council members, the second phase of the consultation process will begin. As set out in national legislation, one option will be published for formal consultation in the second half of the Autumn term, where you will have another opportunity to have your say. This phase of consultation will end in January 2018.

Doing nothing is simply not an option as we are at the stage where our admission arrangements for the Leigh area could be considered unfair by the national adjudicator. This process is about ensuring we involve everyone who wants to express their view on this, encourage people to have their say and develop a fair and balanced approach to school admissions and catchments areas.

I will write to you again shortly when I have further information to share, including dates of the listening and engagement sessions, but the Council is aware of parents' concerns so we wanted to update you as early as possible.

Yours faithfully

Catherine Braun  
Group Manager Access and Inclusion



Civic Centre : Victoria Avenue : Southend-on-Sea : Essex SS2 6ER  
Customer Service Centre : 01702 215000 : [www.southend.gov.uk](http://www.southend.gov.uk)



## Allotments Financial Analysis

	2017/18 budget		2016/17	2015/16	2014/15	2013/14
<b>INCOME</b>						
<b>Rents</b>						
Marshall Close	500	(rents increase	430	430	363	357
Leigh	3000	w.e.f. October 2017)	2991	3050	2473	2583
MDAS	6000		5634	5721	5108	4511
	<b>9500</b>		<b>9055</b>	<b>9201</b>	<b>7944</b>	<b>7451</b>
<b>Water</b>						
Marshall Close	69	(water rebate £2674	65	69	74	138
Leigh	472	2014-2017)	438	472	457	1122
MDAS	1070		1061	1070	1325	2775
	<b>1611</b>		<b>1564</b>	<b>1611</b>	<b>1856</b>	<b>4035</b>
<b>Rent &amp; Water</b>	<b>11111</b>		<b>10619</b>	<b>10812</b>	<b>9800</b>	<b>11486</b>
<b>Keys</b>			110	195	190	250
<b>Tenancy Deposits</b>			1150	1345	1350	1678
<b>OVERALL INCOME</b>	<b>11111</b>		<b>11879</b>	<b>12352</b>	<b>11340</b>	<b>13414</b>
<b>EXPENDITURE</b>						
<b>Rent related</b>						
Maintenance	1500	EMR £2120	1004	940	2504	923
Waste & Plot clearance	500		880	983	633	1285
ASA	5100		5100	5100	5100	5100
Capital	1250	EMR £5007	117	281	4677	5256
Staff Costs	8600	(now predicted 7200)	8901	5647	4403	4924
	<b>16950</b>		<b>16002</b>	<b>12951</b>	<b>17317</b>	<b>17488</b>
<b>OPERATIONAL DEFICIT</b>	<b>-7450</b>	(now predicted -6050)	<b>-6947</b>	<b>-3750</b>	<b>-9373</b>	<b>-10037</b>
<b>Water rates</b>	<b>2700</b>		<b>3234</b>	<b>1879</b>	<b>2461</b>	<b>2445</b>
Keys				153	158	78
Key refunds			110	68	102	65
Tenancy Deposit refunds			410	350	405	58
Affiliations	60		55	55	55	55
<b>OVERALL EXPENDITURE</b>	<b>19710</b>		<b>19811</b>	<b>15303</b>	<b>20340</b>	<b>20111</b>
<b>OVERALL DEFICIT</b>	<b>-8599</b>	(now predicted -7199)	<b>-7932</b>	<b>-2951</b>	<b>-9000</b>	<b>-6697</b>
<b>FOR NOTING</b>						
MDAS Rent Commission	860		810	820	724	643
12.50%	12.53%		12.57%	12.54%	12.40%	12.50%

## Summary of rental changes:

	<b>Starter Plot</b> Full / discount	<b>Half Plot</b> Full / discount	<b>Full Plot</b> Full / discount
<b>2013/14</b>	£13.50 / £6.75	£20 / £10	£40 / £20
<b>2014/15</b>	£14 / £7.00	£21 / £10.50	£42 / £21
<b>2015/16</b>	£17.50 / £8.50	£26 / £13	£52 / £26
<b>2016/17</b>	£17.50 / £8.50	£26 / £13	£52 / £26
<b>2017/18</b>	£18 / £9	£27 / £14	£53 / £27
<b>2018/19</b>	<b>£18.72 / £9.36</b> <b>£19 / £9.50</b>	<b>£28.08 / £14.56</b> <b>£28 / £14.50</b>	<b>£55.12 / £28.08 +4%</b> <b>£55 / £28 +4% rounded</b>





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## Payments List 1<sup>st</sup> April – 23<sup>rd</sup> June 2017 Report 2648/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
102103	£50.00	Leanne Salmon	Face painter at Easter event
102104	£100.00	Petty cash	Top up petty cash
102105	£37.00	Southend BC	Fee for personal licence
102106	£50.00	Claire Chiddicks	Face painter at Easter event
102107	£78.62	DOTS	Photocopying costs
102108	£135.67	Essex Supplies(UK) Ltd	Cleaning materials
102109	£55.00	EALC	Code of Conduct training
102110	£51.18	Recognition Express Essex	Name badges
102111	£68.09	Viking Direct	Stationery
102112	£54.60	Acumen Wages Service	April payroll processing
102113	£71.50	Norman Sutcliffe	Strand Wharf gardening
102114	£14.98	SSE	Strand Wharf electricity
102115	£16.50	Miskos Ltd	New user setup
102116	£147.00	TV Licensing	TV Licence CC
102117	£746.10	Picture Hanging Systems Ltd	Picture hanging for Art Wall
102118	£49.31	SSE	Skate Park electricity
102119	£180.00	Phoenix Water Coolers Ltd	Water cooler service contract
102120	£18.00	E Carr	Room hire refund
102121	£21.00	J Butler-King	Room hire refund
102122	£60.00	Phoenix Water Coolers Ltd	Cups
102123	£49.43	Viking Direct	Stationery
102124	£126.00	Miskos Ltd	Server monitoring & spam filtering
102125	£168.85	Neopost Ltd	Annual postage rate change protection
102126	£500.00	Lions Club of Leigh	Grant award
102127	£41.40	Helen Symmons	To reimburse for SLCC seminar

102128	£500.00	Leigh Art Trail	Grant award
102129	£22.97	Hilary Le Marie	Travel expenses re notice boards
102130	£475.20	Kieran Lucas Contractors Ltd	Install Notice Boards
102131	£90.00	EALC	Risk assessment training
102132	£344.40	The Party Belles Ltd	Entertainment Kidzone event at Strand Wharf
102133	£1776.16	EALC	EALC & NALC affiliation fee
102134	£1248.00	Miskos Ltd	Anti virus
102135	£15.57	SSE	Strand Wharf Electricity
102136	£25.00	EALC	Police conference V Morgan
102137	£1400.40	Earth Anchors	Replacement notice boards
102138	£325.00	Deckchairs UK	Deckchair hire Music on Strand Wharf
102139	£160.00	EALC	Councillor training – Jill Healey
102140	£2827.35	Southend BC	Annual commercial insurance CC
102141	£16.50	Miskos Ltd	Server updates
102142	£45.60	K Shead	Refund room hire paid in error
102143	£900.00	Trade Windows Services Ltd	New window in Café kitchen
102144	£54.60	Acumen Wages Service	Payroll processing May 17
102145	£90.00	EALC	Councillor training A Forde & K Bowden
102146	£144.00	Phuse Media	Website hosting LCC
102147	£163.37	Essex Supplies (UK) Ltd	Cleaning materials
102148	£27.76	Viking	Office stationery
102149	£18.45	Essex Supplies (UK) Ltd	Window squeegee & mop
102150	£84.60	Fulton Paper	Copier paper
102151	£79.87	PPL	Background music licence
102152	£504.00	Auditing Solutions Ltd	Internal audit
102153	£126.00	Miskos Ltd	Spam filtering & server monitoring
102154	£10.92	Recognition Express Essex	Name badge
102155	£473.67	The Fisherman's Mission	Chairman's Charity
102156	£75.00	Find A Performer	Deposit for Italian Accordionist
102157	£4590.00	Icicle Graphic Design	Newsletter publication and posters
102158	£135.00	Cash	Petty cash top up
102159	£1500.00	ATS Services	Gas fitting of new cooker in kitchen
102160	£320.00	Jolly Kids Castles	Soft play hire for kids event
102161	£198.98	DOTS	Photocopying costs
102162	£16.50	Miskos Ltd	IT support

102163	£504.00	Leigh Times Series Ltd	Distribution of LTC magazine
102164	£35.40	Allen Bros Electrical (Factors) Ltd	Light bulbs for Comm Centre
102165	£750.11	Lemon Fencing Ltd	External fencing allotments
102166	£11.28	Recognition Express Essex	Name badge
102167	£220.00	Find a Performer Ltd	Accordianist performance Italian event Strand Wharf
102168	£153.47	Helen Symmons	Travel expenses Leadership in Action Conference
102169	£2500.00	Wren Electrical Ltd	Electrical condition report Comm Centre
102170	£34.61	Francesca Smith	Travel expenses re Marketing course
102171	£10.92	Recognition Express Essex	Name badge
102172	£43.93	Abbie Cotterell	Travel expenses re code of conduct course
102173	£74.40	Cancelled	Incorrect payee
102174	£15.57	SSE	Electricity Strand Wharf
102175	£35.50	Helen Symmons	Travel exps re Marks Tey Council Forum
102176	£37.43	Valerie Morgan	Travel exps re Dunmow Police Conference
102177	£37.22	Karen Bowden	Travel exps to Great Dunmow
102178	£390.00	Quantum Services	Annual lift maintenance contract
102179	£74.40	G Cudlipp	Refund room hire paid in error
Bk Trs	£55000.00	Payroll	Payroll April
Bk Trs	£750.00	MDAS	ASA agreement
Bk Trs	£400.00	LOSALGA	ASA agreement
Bk Trs	£125.00	Marshall Close Allotments	ASA agreement
BK Trs	£250.00	CLR Law Ltd	Professional advice
Bk Trs	£25000.00	Payroll	Payroll May
Bk Trs	£1270.80	RG Distributors Ltd	Commercial oven for Cafe
Bk Trs	£16000.00	Payroll	Payroll June
		<b>Expenditure – Imprest Items</b>	
	£81.60	Urban Design & Print	Banners for Annual Town Meeting

	£25.00	Disclosure Scotland	Disclosure check re Personal Licence
	£68.90	DJ Superstore	Leads for PA system
	£25.00	Southend BC	Event licence Italian Festival
	£15.64	Adobe	Renewal of licence
	£67.09	Crown Decorating Centre	Paint for Art wall
	£11.96	B & Q	Warning sign for CC
	£25.00	Southend BC	Event licence Music-on-Sea Strand Wharf
	£58.74	Brunel Engraving	Strand Wharf memorial plaque
	£36.00	Solopress Ltd	Leaflets for children's events CC
	£57.76	Direct Heating	Cooker fitting Café in CC
	£131.97	B&Q	Cooker fitting Café in CC
	£62.40	Ironmongery Direct	Signs for Comm Centre
	£14.40	Deli Supplies Ltd	Tap for hot water machine
	£474.73	Safelincs Ltd	Firedoors x2
	£58.74	Brunel Engraving	Strand Wharf planter plaque
	£25.00	Southend B.C.	Music-on-Sea event permit
	£11.96	B&Q	Warning sign
	£67.09	Crown Decorating Centre	Paint for the Art wall
	£10.20	B&Q	Putty etc window repair
	£25.00	Southend B.C.	Kids Zone event permit
	£9.70	B&Q	Back gate padlock
	£21.00	Southend B.C.	Kids Zone licence
		<b>Expenditure – Direct Debits</b>	
	£768.00	Southend BC	Business rates
	£138.53	Wessex Leasing	Hand drier contract
	£58.14	GO CARDLESS (Verde Coffee Ltd)	Coffee order (costs recovered by LTC)
	£142.38	Biffa	Waste collection LCC
	£68.83	Biffa	Waste collection Skate Park
	£87.52	Biffa	Waste collection LCC & Skate Park
	£283.54	SSE	Electricity LCC

	£70.88	The Calls Warehouse	Call chgs 477248
	£432.91	British Telecom	Line rental & broadband LCC
	£101.07	British Telecom	Council broadband
	£241.99	British Telecom	716288 line rental & calls
	£62.10	Global Payments	Card processing charges
	£61.82	Global Payments	Card processing chgs
	£65.94	GO CARDLESS (Verde Coffee Ltd)	Coffee order. Costs recovered by LTC
	£769.00	Southend BC	Business rates CC
	£206.60	Southern Electric	Electricity CC
	£65.99	The Calls Warehouse	Call chgs 477248
	£65.93	Biffa	Recycling bin at CC
	£69.19	Biffa	General waste at CC
	£85.67	Biffa	Waste at Skate Park
	£186.60	British Telecom	Council broadband
	£378.53	BNP Paribas Lease Group	Photocopier rental
	£769.00	Southend BC	Business rates CC
	£402.85	NWG Business	Water rates Leigh Site allotments
	£61.84	Global Payments	Card processing fees
	£32.53	NWG Business	Marshall Close water rates
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Coffee order. Costs recovered by LTC

## Leigh-on-Sea Town Council



### Councillor Code of Conduct

#### Localism Act 2011

Promoting and Maintaining High Standards of Conduct in Local Government

#### Principles

**SELFLESSNESS:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**INTEGRITY:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**ACCOUNTABILITY:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever the scrutiny is appropriate to their office necessary to ensure this.

**OPENNESS:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**HONESTY:** Holders of public office ~~have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest~~ must should be truthful.

**LEADERSHIP:** Holders of public office ~~should promote and support these principles by leadership and example~~ should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



# 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 Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

## **Leigh-on-Sea Town Council Health and Safety Policy**

Health and Safety at Work Act 1974

### **Safety Policy**

#### General Statement of policy

The policy of the Town Council is to provide and maintain safe and healthy working conditions, equipment and work methods for all employees and users of the Centre and Skate Park. In particular we seek to ensure that the Community Centre is both accessible and safe for disabled people.

We shall provide all necessary information and training to staff and maintain a programme to foster the awareness of health, safety and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below. This policy and the way in which it operates will be reviewed annually by the Town Clerk and the Town Council.

#### Responsibilities

##### 1. Safety officer

- a. The Leigh on sea Town Council delegates overall responsibility for health and safety in the Leigh Community Centre, Skate Park and Council Offices to Graham Davison (Facilities Manager) as Safety Officer.
- b. The Safety Officer should ensure that the Town Council receives regular reports on health and safety issues, and will inform the council immediately where a health and safety matter requires urgent attention.
- c. The Safety Officer is responsible for ensuring that the Centre has adequate cover under the Employers' Liability Act 1969 and Public Liability insurance organised by the Town Clerk.
- d. The Safety Officer is responsible for this policy being carried out in the Centre, Skate Park and Offices. In his absence, the Town Clerk is responsible.
- e. The Safety Officer is responsible for arranging the following: safety training; safety inspections; monitoring of the maintenance of equipment; first aid training; and investigation of accidents.
- f. The Safety Officer is responsible for carrying out Risk Assessments of work practices, use of equipment and other hazards in accordance with HSE Risk Assessment guidelines.

##### 2. Employees



- a. All employees have the responsibility to develop, within the staff team, measures to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
  - b. All employees are responsible for health and safety within their area of work. They will put right a hazard or unsafe work practice as soon as they notice it or have it reported to them. If a hazard cannot be put right, it should be reported to The Safety Officer and the piece of equipment or area of the Centre should be closed down until it is safe to re-use.
3. Duty Janitor
- a. The duty janitor will be the senior janitor or caretaker on duty and is responsible for the health and safety of Centre users and staff and must ensure that they are trained to use equipment (whether for hire or for use in the Centre) correctly and safely. The duty supervisor should be aware of the particular needs of disabled users and will be given additional training.

#### General arrangements

4. Accidents
- a. The Appointed Person responsible for taking charge in an emergency during public opening hours is the duty supervisor. At other times, the Appointed Person is the Facilities Manager or, in his absence, the Town Clerk (according to availability).
  - b. Where possible a trained First Aider will be on duty at all times. Two members of staff will be trained as First Aiders and undertake regular refresher training.
  - c. The Appointed Person responsible for maintaining the First Aid box is the Safety Officer.
  - d. The Safety Officer is responsible for reporting accidents and diseases notifiable under RIDDOR.
  - e. All employees have a duty to be familiar with the First Aid manual and in particular to be aware of the techniques of resuscitation and the treatment of an unconscious person. All employees should be aware of the recommended procedure for the treatment of injuries involving the loss of blood in order to avoid the risk of spreading infectious diseases such as HIV/Aids and Hepatitis.
  - f. The First Aid box is in the Town Council office. It contains the First Aid manual.
  - g. The Accident Record book is on top of cupboard next to the sink in the main office, adjacent to the First Aid Boxes.
5. General Fire Safety
- a. The Safety Officer is responsible for Fire Safety arrangements; these include ensuring that there are adequate signed escape routes from the building and that Fire Action notices are kept up to date.
  - b. All employees have a duty to be aware of the Fire Action instructions and the location of Fire Alarms.
  - c. The Assistant Proper Officer is responsible for ensuring that, during a fire, all users and visitors follow the Fire Action instructions and leave the building safely.

- d. The Duty Janitor is responsible for checking that escape routes and exits are clear and fire extinguishers in place daily while opening up the Centre.
- e. The Duty Janitor is responsible for weekly checks of smoke alarms, emergency lighting, fire exit signs and Fire Action notices (in accordance with the Maintenance checklist).
- f. Fire extinguishers are serviced annually in February.

Fire Alarms in the Centre are part of a system for the whole building and are the responsibility of JK Fire Systems.

There will be a joint fire drill twice a year. A form will be completed by the Facilities Manager after the drill noting evacuation time and any problems encountered.

#### 6. Hygiene and welfare

- a. The Duty Janitor is responsible for cleaning the toilet and sinks daily and for emptying rubbish bins (in accordance with the checklist).
- b. All employees are responsible for washing up cups and plates.

#### 7. General cleanliness

- a. The Duty Janitor is responsible for cleaning floors and work surfaces as required but at least weekly.
- b. The Duty Janitor is responsible for keeping public areas tidy and for cleaning up any dirt or spillages.

#### 8. Floors, gangways and position of furniture & equipment

- a. Floors, gangways and spaces underneath furniture must be kept clear of trailing cables and other obstructions.
- b. Furniture and equipment must be positioned so that it does not pose a hazard to passers-by and so that wheelchair users are able to have safe access to all equipment. Filing cabinets and cupboard doors should be kept closed.
- c. The Duty Janitor is responsible for all public areas, all employees for staff areas.

#### 9. Safe Practices

- a. All employees should move around the Centre and open doors with due care and generally behave with consideration towards other staff and Centre users.
- b. All staff should ensure that users behave in a safe manner and, in particular, ensure that children do not cause hazards for themselves or others.
- c. All employees should follow Manual Handling procedures and take care that users do not run the risk of injury through bad lifting techniques or failure to use trolleys



Town Clerk  
Leigh-on-Sea Town Council  
71-73 Elm Road  
Leigh-on-Sea  
ESSEX  
SS9 1SP

20 June 2017

Dear Sir/Madam

**Leigh On Sea Post Office®**  
**24-28 Rectory Grove, Leigh-On-Sea, SS9 2HG**

**Local public consultation**

I'm writing further to my letter dated 13 June 2017 in which we advised you of our proposal to move the above Post Office to Broadway Supermarket at 101 Broadway West, Leigh-On-Sea, SS9 2BU where it would be run under the name Select Convenience.

Unfortunately, the proposed new opening hours stated in our materials were incorrect. The enclosed letter provides the correct details.

Please accept my apologies for this error.

Yours faithfully

**Roger Gale**  
**Sales & Trade Marketing Director**  
**Post Office Limited**

**To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.**



Dear Sir/Madam

**Leigh On Sea Post Office®**  
**24-28 Rectory Grove, Leigh-On-Sea, SS9 2HG**

**Local public consultation**

I'm writing to let you know that we are proposing to move Leigh On Sea Post Office to the nearby Broadway Supermarket at 101 Broadway West, Leigh-On-Sea, SS9 2BU where it would be run under the name Select Convenience. The majority of products and services for customers would be unchanged and opening hours would be increased to include Sundays.

**Why are we proposing this move?**

This move is part of the continuing modernisation of our branch network. We believe the most effective way to secure the long term viability of Post Office services in Leigh On Sea is through a carefully selected retail partner, and we are confident that our proposal is the best way of safeguarding services for the community for years to come. The vast majority of our 11,600 Post Office branches, large and small, are successfully operated in this way with retail partners and we believe this is the best approach to keeping Post Offices in main shopping locations and at the heart of communities where they play in an important role in local economies.

Alongside modernising our branch network, we're continuing to develop our services to remain relevant for customers. As well as traditional mails and other services, today's Post Office network provides for the collection or return of online shopping, offers a 'click and collect' service for foreign currency available from over 3,500 branches and day-to-day banking for the majority of customers of UK banks - 99 per cent of UK personal banking customers and 75 per cent of business customers can now carry out day-to-day banking at any of our branches.

At the new branch in Leigh On Sea opening hours would be increased to include Sundays and the same wide range of products and services would be available with the exception of a cash machine, the DVLA Photocard Driving Licence renewal and Security Industry Authority (SIA) license application services. Personal banking and Post Office Card Account customers can continue to make cash withdrawals free of charge at the main counter. Alternatively, Rochford Corner Post Office has an external cash machine and is located approximately 2.5 miles away at 157-159 Rayleigh Road, Leigh-On-Sea, SS9 5XE. DVLA 10 year licence renewal and Security Industry Authority licensing services can be accessed at Rayleigh Post Office, approximately 5 miles away at 71 High Street, Rayleigh SS6 7EJ.

**About our retail partner**

Our new Retail Partner has satisfied us that they would be able to deliver excellent standards of customer service, with trained staff promoting products and services in a modern environment, over extended opening hours and successfully operate Leigh On Sea branch from their existing store of Broadway Supermarket. Broadway Supermarket will be rebranded as Select Convenience.

Select Convenience regard the Post Office network as a vital part of community services and will refurbish the premises to incorporate their convenience store to run alongside the new Post Office branch.



### The new Leigh On Sea Post Office branch

The new branch will be a bright, modern open-plan layout which will include some internal refurbishment and the installation of an automatic door. Access into the store is level at the entrance.

Directional signage will be provided from the entrance door through to the new Post Office area which will be within a dedicated area at the left of the store. There will be four counter serving positions which has been based on current and forecast future business levels; two open plan positions and one traditional screened position which will also provide travel money services, and an open plan service point at the retail counter. Open plan serving positions are successfully used across the Post Office network, as an alternative to the more traditional positions. There is still a partitioned screen but this is lower, helping to provide for a more personal service and discreet conversations when needed. The serving position located at the retail till will offer customers a selected range of Post Office products and services, without having to join the main queue, over extended hours, providing customers access to services for an extra 31.5 hours a week.

We have stringent standards to ensure good access for all customers and our plans for the new branch include a new automatic entrance door, widened aisles, low-level counters, PIN pads, hearing loops and customer seating.

### What's next?

We're now starting a period of local public consultation and we'd welcome your views on the proposal. The change of management of the branch to one that is operated by a retail partner rather than by us directly is a commercial decision for Post Office Ltd and therefore we are not seeking feedback on this aspect of the change. However we welcome feedback and comments that can help inform our plans, particularly on the following areas:

- How easy is it to get to the proposed new location?
- Are the new premises easy for you to get into and are they easily accessible once inside?
- Are there any other local community issues which you believe could be affected by or affect the proposed move?
- If the move were to proceed is there anything we could do to make it easier for customers?

It's easy to let us have your feedback by completing our online survey via the following link [postofficeviews.co.uk](http://postofficeviews.co.uk) and entering the code for this branch **00714099**

If you have a QR scanner on your mobile phone, all you need to do is scan here:



Any information we receive will be considered as we finalise our plans for the new branch. I've enclosed an information sheet that provides more details about the new location. I've also included information about the Code of Practice over the page and a full copy of the Code will be available in branch. Posters and leaflets will now be displayed in branch to let customers know about the proposal and to ask their views. Please share this information with others in your organisation who may have an interest in the proposal.

You can also let us have your comments in the following ways:



[postofficeviews.co.uk](http://postofficeviews.co.uk)



FREEPOST Your Comments  
**(This is the full address to use.  
No further address or name details are required)**



[comments@postoffice.co.uk](mailto:comments@postoffice.co.uk)



Customer Helpline: 03457 22 33 44  
Textphone: 03457 22 33 55

**Dates for local public consultation:**

Local Public Consultation starts	<b>14 June 2017</b>
Local Public Consultation ends	<b>26 July 2017</b>
Proposed month of change	<b>November 2017</b>

Post Office Ltd will host a customer forum in the coming weeks, and everyone will be welcome to attend to hear more about the proposed new location. We're currently finalising details of this event and further information will be provided in branch.

Thank you for considering our proposal. At the end of the consultation we will write to you again to respond to the main issues raised and to explain our final plans for the branch.

Yours faithfully



**Roger Gale**  
**Sales & Trade Marketing Director**  
**Post Office Limited**

Please note that items sent by Freepost take 2 working days to arrive and don't include Saturday or Sunday. Therefore please do allow sufficient time for your comments to arrive before the end of the consultation period, as we are unable to consider feedback received after the deadline.

**To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.**



<b>Leigh On Sea Post Office information sheet</b>																														
<b>Address</b>	<b>Current location</b>	<b>Proposed new location</b>																												
	24-28 Rectory Grove Leigh-On-Sea SS9 2HG	Select Convenience 101 Broadway West Leigh-On-Sea SS9 2BU																												
<b>Post Office Opening Hours</b>	<table border="1"> <tr><td>Mon</td><td>09:00 – 17:30</td></tr> <tr><td>Tue</td><td>09:30 – 17:30</td></tr> <tr><td>Wed</td><td>09:00 – 17:30</td></tr> <tr><td>Thu</td><td>09:00 – 17:30</td></tr> <tr><td>Fri</td><td>09:00 – 17:30</td></tr> <tr><td>Sat</td><td>09:00 – 12:30</td></tr> <tr><td>Sun</td><td>Closed</td></tr> </table>	Mon	09:00 – 17:30	Tue	09:30 – 17:30	Wed	09:00 – 17:30	Thu	09:00 – 17:30	Fri	09:00 – 17:30	Sat	09:00 – 12:30	Sun	Closed	<table border="1"> <tr><td>Mon</td><td>09:00 – 17:30</td></tr> <tr><td>Tue</td><td>09:00 – 17:30</td></tr> <tr><td>Wed</td><td>09:00 – 17:30</td></tr> <tr><td>Thu</td><td>09:00 – 17:30</td></tr> <tr><td>Fri</td><td>09:00 – 17:30</td></tr> <tr><td>Sat</td><td>09:00 – 17:30</td></tr> <tr><td>Sun</td><td>Closed</td></tr> </table>	Mon	09:00 – 17:30	Tue	09:00 – 17:30	Wed	09:00 – 17:30	Thu	09:00 – 17:30	Fri	09:00 – 17:30	Sat	09:00 – 17:30	Sun	Closed
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Sun	Closed																													
<b>New Opening times of Post Office service at retail counter</b>	<table border="1"> <tr><td>Mon – Sat</td><td>08:00 – 20:00</td></tr> <tr><td>Sun</td><td>09:00 – 17:00</td></tr> </table>		Mon – Sat	08:00 – 20:00	Sun	09:00 – 17:00																								
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Sun	09:00 – 17:00																													
<b>Products &amp; Services</b>	The same wide range of services would be available with the exception of a cash machine, the DVLA Photocard Driving Licence renewal and Security Industry Authority (SIA) license application services.																													
<b>Serving positions</b>	There would be four serving positions in total; one screened, two open plan and a Post Office serving point at the retail counter. The total number of serving positions has been based on current and future predicted business levels.																													
<b>Access and facilities</b>	Access would be level with an automatic door at the entrance to the proposed premises. Low level serving counters, a low level writing desk and hearing loops would be available.																													
<b>How far away is it?</b>	Approximately 120 metres away from the current branch, along level terrain.																													
<b>Transport &amp; parking at the proposed new premises</b>	<p style="text-align: center;"><b>Parking</b></p> <p>Time-restricted roadside parking is available outside the proposed premises. As the proposed premises are located close to the current branch, customers would be able to use the same local transport.</p>																													
<b>Retail</b>	Convenience Store																													
<b>Local Public Consultation Starts</b>	14/6/2017																													
<b>Local Public Consultation ends</b>	26/7/2017																													
<b>Proposed month of change</b>	November 2017																													

## **Code of Practice for changes to the Post Office® network**

### **What's a Code of Practice?**

The Code of Practice contains guidelines we follow. They tell us how, and when to tell you about changes to your local Post Office services. We've worked with the independent statutory consumer watchdog on these guidelines, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council.

### **What kind of changes does it include?**

Information about when we're planning to move or close one of our branches or outreach services. This also covers information about when a branch has suddenly closed unexpectedly because of something like a flood or fire.

### **Who do we tell about changes?**

You and your representatives (who are often local MPs or local authorities and councils).

### **How will we tell you what's happening?**

If there's a minor change – like changing opening times, then we'll let you know by putting up posters in the Post Office. If the plan is to move a Post Office then we'll put up posters and hand out letters in the branch as well as writing to your representatives. We'll have a press release and, the relevant information will be easy to find on our website.

### **How long will it take?**

We'll let you know about any changes as soon as we possibly can. Sometimes, change is out of our control but we'll try to keep you as up-to-date about what's happening as much as we can. We try to make sure you have 4 weeks' notice before anything happens. If we're going to make big changes, there'll be a 'consultation period' which lasts about 6 weeks. This means that you've got time to let us know how you feel.

### **It's easy to let us know what you think...**

We want to hear what you and your representatives think about change and to make sure it's easy for you to let us know, all of our contact details can be found on all our posters and letters. You can contact us by email, letter or 'phone.

### **How will you find out about the final plans?**

We'll be letting you know in as many ways as possible. There'll be posters put up in or around your local area, letting you know what's going on. We'll also write to local representatives and, the information will be on our website.

If you let us know what you think, we'll make sure you know about our final plans either by writing to you, or having the information easily available in the Post Office or on our website.

### **What can you do if you think we haven't followed the Code of Practice?**

If you don't think we've followed the Code, then please write to us or email us via the contact details included in this letter and let us know why.

To have a look at the full Code of Practice, it's on our website at: [www.postofficeviews.co.uk](http://www.postofficeviews.co.uk)





# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

## REPORT 2650/HS

### INTRODUCTION AND PURPOSE

To update members on income and expenditure from planning obligations placed on developers.

### FROM THE SBC WEBSITE – COMMUNITY INFRASTRUCTURE LEVY AND SECTION 106 AGREEMENTS

## CIL and Planning Obligations (Section 106 Agreements)

### When will CIL be used?

Payment of CIL is mandatory on all planning applications where the conditions for CIL liability are met.

### When will planning obligations be used?

The use of planning obligations (Section 106/S106 agreements – legally binding agreements under Section 106 of the Town and Country Planning Act 1990) has been scaled back since the implementation of CIL. However, new development often has a direct impact on its surroundings, which creates a need for additional infrastructure or improved community services/facilities. Hence, affordable housing and site specific infrastructure such as highway works required to mitigate the impact of or enable a development will continue to be secured on a site by site basis through either S106 agreements or planning conditions. They may also be used in circumstances where a development proposal results in the loss of an existing facility or site feature, and we require the replacement of that facility/feature either directly by the developer or through a financial contribution set out in a S106 agreement.

We will not request S106 agreements for anything which is set out in the CIL [Regulation 123 Infrastructure List](#).

### **How will we use financial contributions secured through S106?**

Section 106 monies must be spent in accordance with the terms set out in the legal agreement. Usually this is for a specific purpose and tied to the area local to a specific development.

### **What will happen with existing Section 106 funds that have already been collected?**

These will stay within the Council and must be spent in accordance with the terms of the relevant legal agreement.

### **How will we use CIL?**

CIL monies must be spent on infrastructure to support growth, but their use is not tied to a specific development or the provision of specific infrastructure. CIL can be spent anywhere within the Borough. We can also pass money to bodies outside the area to deliver infrastructure which will benefit the development of the area, such as the Environment Agency for flood defence. We are also able to collaborate with others to pool revenue and support the delivery of sub-regional infrastructure.

### **What happens if planning obligations are required?**

Our Legal Services Team will draft a S106 agreement to be signed by the Council and the developer/landowner. On submission of a planning application, if it is considered that a S106 agreement is likely to be necessary, you will be required to confirm that you are content for it to be drafted in accordance with the model S106 agreement available to download from this page. This provides an example of how planning obligations may be drafted appropriately.

### **SECTION 106 AGREEMENTS**

These are private agreements made between SBC and developers and can be attached to a planning permission to make acceptable development which would otherwise be unacceptable in planning terms. To date and to the Town Clerk's knowledge, LTC have never been consulted with regards to any agreements made in respect of any development within the Town Council boundaries. Additionally, the Town Clerk is not aware of any S.106 funds which may have benefitted any area within the Town Council boundaries.

### **COMMUNITY INFRASTRUCTURE LEVY**

This is the more recent system and is designed to generate funds which are then used to support the area as a whole. As a town council, Leigh-on-Sea automatically receives 15%

capped at £100 per existing dwelling. If a neighbourhood plan was introduced this would be increased to 25%, however the overall amount of funding available would NOT increase.

### **USE OF CIL BY THE TOWN COUNCIL**

The way that the Town Council can use the CIL funds is set out in the regulations:

#### *Application of CIL by local councils*

*59C A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding –*

- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or*
- b) Anything else that is concerned with addressing the demands that development places on an area*

### **RECOVERY OF CIL BY SBC**

Funds which remain unspent or have been misused may be recovered by SBC.

- 59E a) has not applied to support the development of its area within 5 years of receipt*
- b) has applied otherwise than in accordance with regulation 59C*

### **CURRENT REGULATION 123 LIST**

As part of the process SBC has created a list of desired infrastructure for use of CIL funding as a whole. The list can be amended at any time but will be reviewed annually and any changes that the Council proposed to make to this list will be subject to public consultation in accordance with the regulations and government guidance. The present list is dated July 2015

### **LTC CIL RECORD**

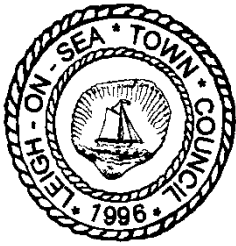
See next page

### **RECOMMENDATION**

1. That the report is received and noted
2. That members consider options for the use of the current CIL funds.
3. That members consider if there any items they would wish to lobby for inclusion in the [SBC Regulation 123 infrastructure list](#)
4. That members consider whether they wish to request of SBC a level of influence and consultation for developments within the LTC boundaries where a Section 106 commitment might be appropriate or arise.

The Council may wish to request that an appropriate Committee hold a PDG to discuss items 2 & 3 with recommendation to Council thereafter.





# Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

REPORT 2651/HS

## TOWN CLERK'S REPORT JULY 2017

### STAFFING

A staff meeting was held at the beginning of July to review the new staffing structure after the initial 3 month period. There were one or two minor issues but both resolvable by slight changes in job descriptions. A further review will take place in September mainly with regard to Reception hours and the effect the reduced hours are having on other members of staff.

We have an additional member of staff joining the caretaking team to assist with holiday cover only. This is within the 2017/18 budget set.

### TRAINING

#### Staff

The following training has been undertaken:

- Planning briefing
- SLCC Leadership in Action
- Marketing Plan Masterclass
- Risk Assessments

#### Councillor

The following training has been undertaken:

- Planning Briefing – Cllrs Healey & Bowden
- Councillor Briefing – Cllr Forde
- Councillor 1 & 2 – Cllr Healey

### EALC AGM and CONFERENCE

This will be Tuesday 19<sup>th</sup> September 11.30 to 4.45 p.m. at Foakes Hall in Great Dunmow. The AGM commences 12.20 p.m. and the Conference 2.20 p.m. Lunch is provided between each session. Three places are available so any Councillor wishing to attend, please advise the Town Clerk by the end of July.

### ANNUAL INSURANCE

The annual review has now taken place and appropriate amendments made to reflect the Council's current insurable position. Unfortunately with the increase of Insurance Premium Tax to 12% from 9.5% since our last insurance renewal, it has resulted in this year's insurance expenditure exceeding budget by £200. The insurance cost is £6,511.51.

### CIVIC REGALIA

As in previous years, Hattons Jewellers have generously refurbished our regalia and provided a past chairman pin. A thank you letter has been sent.

**COUNCIL DECISIONS FOLLOW UP RECORDS 2016/17**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>
COUNCIL 16-05	3. Apologies for Absence	RESOLVED to extend Cllr Adair's absence to 16-08-17	16-05-17		NFA
COUNCIL 16-05	7. Dates & Times of Meetings	RESOLVED for 2017-18	16-05-17	Rooms booked & Cllrs advised	NFA
COUNCIL 16-05	8. Invitations to appoint co-opted members	RESOLVED	16-05-17	Co-opted members contacted	
COUNCIL 16-05	5,10,14,15 & 23d Review & adoption of TOR, SO, Publication scheme, Media Policy & Risk Strategy	RESOLVED	24-05-17	Website & files updated	NFA at this time
COUNCIL 16-05	11. Review of Members' Interests	RESOLVED up to date	24-05-17	Complete	NFA at this time
COUNCIL 16-05	24. Appointment of Internal Auditor	RESOLVED	24-05-17	Auditing Solutions appointed	NFA at this time



# Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

## REPORT 2652/VM

Essex Police Conference. Wednesday 7th June 2017

LTC representative: Cllr Valerie Morgan

I attended this conference at Dunmow sponsored by the Police and Crime Commissioner, Roger Hirst. It was a 'full on' day and if held again, and the suggestion was it would be, it would be good for more than one Councillor to attend as there was a lot of information to absorb.

There was an opening talk from Roger Hirst in which he acknowledged police resources were stretched. More resources were to go into the 101 service for reporting crime and online reporting was to be encouraged. This is not instead of 999 but for reporting crime where an urgent response is not required, for example after a crime has been discovered.

There was then a talk from the Essex Chief Constable, Stephen Kavanagh, in which he talked about co-ordinating firearms with other forces to avoid problems in joint operations, more use of body cams, increase in use of tasars especially the newX2 (which is both greener and more accurate), new spit guards which are more people friendly and working with the Transport Police to tackle organised crime coming from London. Also the issue of smart phones to police officers to free them up from spending time in the office dealing with paperwork.

This was followed by a question time in which I managed to ask about policing a small enclosed area like Leigh Old Town but received a rather blanket response about seaside areas in general and events. He said there were pulse response teams visiting busy areas for 20 minute slots unfortunately there were time restraints which meant I couldn't follow up on the issue.

The next item from Superintendent Simon Anslow, was very interesting, Specials and this may be something the Council wishes to explore further. There is currently a big push to recruit more specials, not only for 'on the beat' policemen but also digital specials to assist with cyber crime. One of the pluses for us was the possibility of Town and Parish Councils sponsoring their own specials and this was what I thought warranted further investigation. There was a round table discussion on this and it seemed it would be possible to host a presentation on this.

Next came Operation Buzzard about the deployment of drones and it would appear Essex Police are leading the way on this. It can be very useful in crimes like fly tipping where warning notices about drone coverage can act as a deterrent. In the north of the county drones are used to detect illegal hare coursing which apparently is prevalent. We had an impressive outdoor demonstration.

After lunch came an update on gypsies and travellers where there is a new protocol on unlawful encampment. Then details of Operation Bayleaf for dealing with Fly Tipping which should be reported on Crimestoppers. There are some handouts on these available in the office if anyone is interested.

Next were themed round table discussions and I joined the Speedwatch one. Speedwatch is now a joint project between the police and fire service. Community groups can set up their own Speedwatch group after suitable training. There were participants from some Parish Councils who had successfully done this. The other themes were Neighbourhood Watch, Farm Watch, Flytipping, Active Citizens and Trading Standards and there was a session of feedback from these discussions.

As you can see it was a very full day but well worth attending. I had hoped for some minutes to give you a better feedback but as yet these have not materialised so you will have to depend on my brief notes and not very good memory.