

# 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 19<sup>th</sup> September 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 18<sup>TH</sup> JULY 2017
5. PUBLIC REPRESENTATIONS
6. SOUTHEND BOROUGH COUNCIL

This is an 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.

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

## COMMITTEES

8. COMMITTEES  
To receive Minutes of Committees and Report 2658/Payments List
  - a) Planning, Highways & Licensing Committee - To receive minutes of [25<sup>th</sup> July](#), [8<sup>th</sup> August](#), [22<sup>nd</sup> August](#) and [12<sup>th</sup> September 2017](#)  
**RECOMMENDATION TO COUNCIL**- None made
  - b) Community Facilities Committee – To receive minutes of [1<sup>st</sup> August 2017](#)  
**RECOMMENDATION TO COUNCIL** – None made
  - c) Environment & Leisure Committee – To receive minutes of [15<sup>th</sup> August 2017](#)  
**RECOMMENDATION TO COUNCIL** – None made
  - d) Policy & Resources Committee - To receive minutes of [5<sup>th</sup> September 2017](#)  
**RECOMMENDATIONS TO COUNCIL:**
    - Minute – Training & Development Policy – See Agenda Item 9
    - Minute – Safeguarding Policy – See Agenda Item 10
    - Minute 16 – Approve Expenditure (Report 2658/Payments list - [Appendix 1](#)) page 9

DECISION ITEMS
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9. TRAINING & DEVELOPMENT POLICY ([Appendix 2](#)) page 14

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

10. SAFEGUARDING POLICY ([Appendix 3](#)) page 16

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

11. COUNCIL STRATEGIC PLAN

The internal workshops held at the beginning of the calendar year brought the Council together to work as a whole. By bringing together the work of each Committee the Council can begin to shape a unified set of aims and objectives which will define targets for our residents and create a coherent Council for the future.

It is **RECOMMENDED** that a further series of workshops be held internally to move forward to the next stage of creating a four year Strategic Plan for Leigh Town Council.

12. ACTION PLANS ([Appendix 4](#)) page 18

All Committees have now reviewed their action plans and the revised plans are submitted to Council for approval.

CONSULTATIONS
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13. CCTV CONSULTATION ([Appendix 5](#)) page 29

Following on from last Council meeting, the Town Clerk when contacting SBC was advised that the provision was now a consultation matter which commenced 14<sup>th</sup> August to 6<sup>th</sup> October. SBC is consulting on improvements to the CCTV system across the Borough. There are currently 165 cameras used to help protect the public from crime and antisocial behaviour (ASB) across Southend and the Council has a legal duty to make sure they are effective.

The CCTV suite is monitored 365 days a year, 24 hours a day with cameras that are strategically placed around the Borough to reduce fear and crime. SBC have recently carried out a review of the effectiveness of their CCTV cameras, and whilst the vast majority are effective, a significant number may no longer be performing a useful role in tackling crime and ASB.

In order to justify the legal need to keep these cameras, they are consulting with local people, businesses, and other groups to ask their views on the effectiveness of the cameras.

The purpose of the upgrade is to:

- Replace old analogue cameras to digital, due to the cost of maintaining them and their effectiveness
- Expand the network to include new areas due to its growing daytime/evening economy and the pressures these bring, and
- Look to include main thoroughfares throughout Southend such as the London Road, Seafront and Southchurch Road

It is **RECOMMENDED** that the Council respond to the consultation.

14. SHORELINE CONSULTATION ([Appendix 6](#)) page 31

Southend on Sea Borough Council is consulting on the Southend-on-Sea Shoreline Strategy. This will outline Southend-on-Sea Borough Council's proposed approach to managing the risk of

tidal flooding and the erosion of our shoreline over the next 100 years. Sea levels are set to rise over the next hundred years, increasing risk of flooding and coastal erosion.

The Council has a duty to protect local people and properties by managing these risks effectively. At the same time, it has a responsibility to protect the environment and the unique habitats along our shoreline and consider the impact that building sea defences may have on these. The Borough Council cannot eliminate these risks of flooding and erosion entirely. However, they can reduce their impact by working with others and preparing for them. They are developing the Shoreline Strategy with other organisations that share an interest in our coastline. These include Natural England and the Environment Agency. But they also want interested local residents, businesses and community groups to help shape the Shoreline Strategy so that the approach we adopt is widely understood and jointly supported.

Councillors are requested to read the Shoreline Consultation Non-Technical Summary prior to the Council meeting. The link is below:

[Shoreline Consultation Non Technical Summary](#)

It is **RECOMMENDED** that the Council respond to the consultation.

FOR NOTING
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15. TOWN CLERK'S REPORT ([Appendix 7](#)) page 35
16. SPECIAL POLICING

Further information is awaited and the Town Clerk hopes to be able to report verbally at the meeting.



Helen Symmons  
Town Clerk  
14<sup>th</sup> September 2017

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

DATE OF NEXT MEETING: Tuesday 21<sup>st</sup> November 2017



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## MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 18<sup>TH</sup> JULY 2017 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Valerie Morgan (Vice Chairman), Jill Adair, Karen Bowden, Mark Bromfield, Anita Forde, Donald Fraser, Jill Healey, Fr. Clive Hillman, Carole Mulroney, Declan Mulroney, Ron Owen, Caroline Parker and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk) and 37 members of the public

### MINUTES

#### ***The meeting opened at 7.35 pm***

#### 37. CHAIRMAN'S OPENING REMARKS

Cllr Morgan as Vice Chairman took the Chair in the absence of Cllr Ward. She welcomed all to the meeting and made the necessary housekeeping points and then addressed Council with the sad news that former Town Clerk Paul Beckerson had passed away the early hours of Monday morning. The Council's condolences had been sent and as a mark of respect the Union Flag will be at half mast on the day of his funeral. Paul was the Council's Town Clerk for 7 years till his retirement in April and made a significant contribution to Leigh Town Council and its history, particularly with regard to setting up the Community Centre. The Councillors' and staffs' thoughts are obviously with his wife, Lyanne, and the family at this time. Councillors will be advised of funeral arrangements when known.

A few moments of silence followed thereafter in remembrance of Paul Beckerson.

#### 38. APOLOGIES FOR ABSENCE

Cllrs Patrick Fox and Jane Ward

#### 39. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest in Agenda item 6 should it be discussed as she resided within the catchment area.

#### 40. APPROVAL OF THE MINUTES OF THE MEETING OF 6<sup>TH</sup> JUNE 2017

The minutes of the meeting 6<sup>th</sup> June 2017 were agreed and signed by the Chairman as a true and accurate record.

#### 41. PUBLIC REPRESENTATIONS

The group Grand Again presented a letter to members of Council. Their spokesperson wished condolences to be passed to Paul Beckerson's family and then read the letter to all those present.

The Chairman thanked the group for the letter and words but stated that the Council was unable to comment at this time and that the Town Clerk will attend to the correspondence in office hours.

**36 members of the public left**

A member of the public asked for further information regarding the licensing application for 136 Broadway. The Town Clerk responded that the Planning, Highways & Licensing Committee had objected to the application but was now in receipt of further conditions that had been negotiated by Southend Borough Council and accepted by the applicant. The members of the Committee are considering the conditions at present and a decision will be made as to whether they wish to withdraw the objection or continue to object.

It was reiterated that any residential objections must be submitted to the Licensing Department at Southend Borough Council and not the Planning Department.

42. SOUTHEND BOROUGH COUNCIL

The Council were pleased to receive a report from a Borough Councillor which was noted.

Members were advised that should residents find that their Borough Councillor is unable to respond due to an interest in the matter then comments and concerns may be addressed to Cllr James Courteney at Southend Borough Council.

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

There were none

COMMITTEES
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44. COMMITTEES

To receive Minutes of Committees and Report 2648/Payments List

- e) Planning, Highways & Licensing Committee – Cllr Healey presented the minutes of [23<sup>rd</sup> May, 13<sup>th</sup> June, 27<sup>th</sup> June and 11<sup>th</sup> July 2017](#)

It was noted that there had been an increase in licensing applications recently.

There were no recommendations to Council from the minutes.

- f) Community Facilities Committee – Cllr C Mulroney presented the minutes of [6<sup>th</sup> June 2017](#) excluding minute 7. There were no comments or questions.

**RECOMMENDATION TO COUNCIL:**

- Minute 7 – Sale of Assets

Following a proposal (Cllr Herbert, seconded Cllr Bowden) the Council **RESOLVED** that the Town Clerk in consultation with the CFC Chairman be authorised to purchase table cloths and table skirting for modesty purposes and better presentation of Council meetings.

The Council **RESOLVED** that the fixed board room table and chairs be sold from Room 6 to enable the room to be used more efficiently for other hiring within the Centre.

- g) Environment & Leisure Committee – Cllr Morgan presented the minutes of [20<sup>th</sup> June 2017](#) excluding minute 11.

The Town Clerk clarified the Tree Charter branch status to members and informed them of the children's holiday activity in conjunction with this.

**RECOMMENDATION TO COUNCIL:**

- Minute 11 – Allotment Rent review

Following a proposal (Cllr Morgan, seconded Cllr Forde) the Council **RESOLVED** an amendment to the recommendation of E&L that with effect from October 2018 an annual

percentage increase of 4% to the nearest 50p be applied year on year as standard to allotment rents until the allotment budget breaks even.

- h) Policy & Resources Committee – Cllr Morgan presented the minutes of [4<sup>th</sup> July 2017](#) being the Chairman of this meeting excluding minute 7, 8 and 9.

There were no comments or questions.

**RECOMMENDATIONS TO COUNCIL:**

- Minute 7 – Councillor Code of Conduct – See Minute 45
- Minute 8 – Health & Safety Policy – See Minute 46
- Minute 16 – Approve Expenditure (Report 2648/Payments list)

Council **RESOLVED** the expenditure as per the payments list which was signed by the Chairman.

DECISION ITEMS
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45. COUNCILLOR CODE OF CONDUCT – **Agenda item 9**

The Council **RESOLVED** the revision to the Principles, the same as Southend Borough Council's Members' Code of Conduct.

46. HEALTH & SAFETY POLICY – **Agenda item 10**

The Council **RESOLVED** to adopt the revised policy with reference to the Allotment sites and Strand Wharf being included and with the next review date of July 2020.

47. POST OFFICE CONSULTATION – **Agenda item 11**

It was noted that until members see the plans at the forum being held 20<sup>th</sup> July feedback and comments could not be finalised. Initial comments were made by Councillors but further comments are to be submitted to the Town Clerk after plans have been viewed. The Town Clerk in consultation with the Vice Chairman will then submit a letter to The Post Office in response.

The consultation ends 26<sup>th</sup> July 2017.

***Cllr Parker left the meeting***

48. COUNCIL AWARDS – APPLICATION FOR QUALITY STANDARD LEVEL – **Agenda item 12**

At this full Council meeting the Council **RESOLVED** that it meets all requirements for the Foundation Award and also publishes them on its website.

The Council **RESOLVED** 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

The Council **RESOLVED** 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 its 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

49. COMMUNITY INFRASTRUCTURE LEVY – **Agenda item 13**

Council **NOTED** the report.

Following a proposal (Cllr C Mulroney, seconded Cllr Bromfield) the Council **RESOLVED** that it be **RECOMMENDED** to the P&R Committee to hold a PDG meeting to consider options for the use of the current CIL funds and at the same time consider SBC's Regulation 123 Infrastructure list and whether there are any items LTC would wish to lobby for inclusion.

Following a proposal (Cllr Bromfield, seconded Cllr Fr. Hillman) the Council **RESOLVED** that the Town Clerk contact SBC with regard to potential consultation when a S.106 agreement might be part of a Leigh development planning consent.

FOR NOTING
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50. TOWN CLERK'S REPORT

The Council **NOTED** the report and requested that formal thanks to Hatton Jewellers for their continued generosity be minuted. The Chairman presented Cllr Herbert with his Past Chairman pin and the Council thanked the Town Clerk for all her work and reports since the last full Council meeting.

51. REPORT ON EALC POLICE CONFERENCE BY CLLR VALERIE MORGAN

The Council **NOTED** the report and discussed the subject of Special Constables.

Following a proposal (Cllr Herbert, seconded Cllr Adair) the Council **RESOLVED** that they were in favour in principle of supporting a system for Leigh but wished the Town Clerk to explore and investigate the system and provision further, reporting back at the next full Council meeting.

52. CCTV PROVISION IN LEIGH

The placements were **NOTED** although the Town Clerk apologised there is a camera also being placed opposite the Peter Boat in Old Leigh.

The Council requested that the Town Clerk ask of SBC why those locations and how often the locations will be reviewed.

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

**RESOLVED** 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)

***The member of public still present left the meeting***

54. MDAS SHOP AND CAFÉ

Following the Town Clerk's research in providing the Confidential report it was apparent that to avoid any further confusion in the future, the position regarding any Allotment Societies' buildings on LTC's allotment land needs to be regularised. There was concern that the area for the extension is still part of the flooding issue on the site.

Following a proposal (Cllr C Mulroney, seconded Cllr Bromfield) the Council **RESOLVED**:

1. That for any Allotment Societies' buildings on LTC allotment land the Town Council will consult with Solicitors to formalise the arrangement and have relevant documentation prepared. Any agreement will include the provision of ground rent as per Minute 104 Allotments Sub-Committee 27<sup>th</sup> April 2011 and conditions regarding the provision and cost of utilities. Any costs and fee incurred by the Town Council are to be paid by the Allotment Societies.
2. That landlords consent is given in principle to the proposed clubhouse extension and demolition of existing shop/café subject to the following:
  - MDAS provide a professional survey of the area they wish to build on to confirm that it will not be affected by flooding issues.
  - MDAS provide a copy of their Committee minutes when it was resolved to proceed with the project.
  - Confirmation from MDAS that they have consulted with all plot holders on the MDAS site with regard to the project and use of the new building.
  - The new building is to comply with the Equality Act 2010 and thus as a minimum is to have disabled access to the building and a toilet.
  - Statutory regulations being met i.e. planning permissions, building regulations

***The meeting closed at 9.08 pm***





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## Payments List 24<sup>th</sup> June 2017- 24<sup>th</sup> August Report 2658/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
102180	£311.98	Veolia Environmental Services	Purchase garden waste sacks
102181	£54.60	Acumen Wages Service	Payroll processing fees
102182	£6780.24	Southend BC	Hanging baskets
102183	£30.00	J Gosgree	Refund plot deposit
102184	£30.00	J Nevill	Refund plot deposit
102185	£37.50	A Forde	Travel expenses re Councillor briefing
102186	£45.00	EALC	Marketing masterclass F Smith
102187	£33.00	Miskos Ltd	Additional email address
102188	£174.00	Evac & Chair	Service 2 evac chairs
102189	£183.77	Essex Supplies (UK) Ltd	Cleaning materials
102190	£121.72	Cancelled	Cancelled
102191	£126.00	Miskos Ltd	Server monitoring & spam filtering
102192	£3.94	Allen Bros Electrical (Factors) Ltd	Miscellaneous electrical
102193	£3456.19	Valley Provincial Group LLP	Final payment re Strand Wharf
102194	£18.50	Mrs K Bell	Refund of Community Transport Xmas lunch. Original chq lost.
102195	£16.44	SSE	Electricity Strand Wharf
102196	£98.28	Theodora's Children's Charity	Replacement cheque collection at Leigh Lights by Theatretrain
102197	£360.00	Recognition Express Essex	Jute bags for Farmers Market at Christmas
102198	£95.00	Mark Keble	Entertainer fee summer events
102199	£320.00	Jolly Kids Castles	Soft play hire

102200	£50.00	Kay Couzens	Entertainer fee Beauty & The Beast workshop
102201	£120.00	R Cohen	2 Balloon workshops
102202	£75.90	Jill Healey	Travel expenses 2 day course EALC
102203	£84.00	NALC	Annual Conference fee H Symmons
102204	£35.31	SSE	Electricity Skate Park
102205	£200.00	Neopost Ltd	Top up postage
102206	-	Cancelled chq	-
102207	£567.12	Brunel Engraving	8 brass nameplates
102208	£54.60	Acumen Wages Svce	Monthly salaries charge
102209	£75.00	Sarah Dodsworth	Summer holidays entertainer
102210	£1,500.00	Southend BC	Bus shelter donation
102211	£16.50	Miskos Ltd	Remote support for monitor
102212	£100.00	Miss S J Barlow	Holly Jolly Pirate Party fee
102213	£126.90	Essex Supplies (UK) Ltd	Cleaning materials
102214	£6511.51	WPS Insurance Brokers	Combined Commercial Insurance LTC
102215	£72.68	Viking	Stationery
102216	£17.00	NALC	LCR Subscription
102217	£126.00	Miskos Ltd	Spam filtering & server monitoring
102218	£15.00	SAVS	Excel training A Curtis
102219	£223.20	VIP Security Services	Security at Strand Wharf event
102220	£29.07	SEEOG	Reimburse for sowing materials for children's event
102221	£150.00	Petty Cash	Top up petty cash
102222	£385.00	EALC	Planning Training, Forde, Ward, Rosier, Symmons, Cotterell
102223	£1,472.40	Vicarage Marquees Ltd	Strand Wharf Heritage Day marquee
102224	£122.36	Viking Direct	Office chair – Helen Symmons
102225	£90.00	Wyvern Community Transport	Minibus hire for Museum of Power CT trip
102226	£49.50	Miskos Ltd	IT support re email
102227	£120.00	Kinect Services Ltd	Community Transport minibus hire
102228	£30.00	The Hoy Shanty Crew	Performance at "Music on Sea"
102229	£20.00	The Salvation Army	Performance at "Music on Sea"
102230	£20.00	The Yardam Folk Orchestra	Performance at "Music on Sea"

102231	£20.00	Leigh Orpheus Male Voice Choir	Performance at “Music on Sea”
102232	£18.63	SSE	Strand Wharf electricity
102233	£50.00	Southend Hospital Charity	Distribution of staff & councillor collection in memory of Paul Beckerson
102234	£50.00	British Lung Foundation	Distribution of staff & councillor collection in memory of Paul Beckerson
102235	£46.98	Hilary Le Marie	Volunteer expenses
102236	£39.37	Richard Herbert	Councillor expenses skate park research trip
102237	£222.96	Southend BC	Parking suspension Kids Zone event
102238	£20.00	Ben Eve	Music-on-Sea Strand Wharf
102239	£40.00	Leigh Heritage Centre Ltd	Music-on-Sea Strand Wharf
102240	£42.52	EALC	Neighbourhood Planning book
102241	£466.78	Veolia	Garden waste sacks
BK TRS	£22000.00	Payroll	August payroll
BK TRS	£304.50	Museum of Power	Tickets Community Transport trip
BK TRS	£110.00	MDAS	Retained deposits to clear plots
BK TRS	£540.00	Giles Wilson Solicitors	Café Licence report. Professional advice
BK TRS	£22000.00	Payroll	July payroll
BK TRS	£20.00	Wyvern Comm. Transport	Minibus deposit
BK TRS	£400.00	LOSALGA	ASA agreement
BK TRS	£125.00	Marshall Close allotments	ASA agreement
BK TRS	£750.00	MDAS	ASA agreement
BK TRS	£110.00	MDAS	Refund tenancy deposit
		<b>Expenditure – Imprest Items</b>	
	£57.56	Heart Internet	Domain renewals
	£59.99	Heart Internet	Security certificate Comm Centre
	£59.99	Heart Internet	Security certificate LTC
	£33.56	Heart Internet	Domain renewal
	£25.00	Disclosure Scotland	Basic disclosure W Connon Community Transport volunteer
	£23.00	Southend BC	Designated personal licence holder amendment fee
	£25.00	Disclosure Scotland	Basic disclosure C Broad Adhoc caretaker

	£12.00	Shoecare	CC keys for new adhoc caretaker
	£19.00	Solopress	Farmers Market flyers
	£76.80	Solopress	2 Roller Banners for Farmers Mkt
	£25.00	Southend BC	Event licence Leigh Lights
	£100.80	Williamson-Dickies	Staff uniform
		<b>Expenditure – Direct Debits</b>	
	£70.04	The Calls Warehouse	Call charges 477248
	£1354.14	SSE	Electricity Community Centre
	£343.39	NWG Business	Water rates Comm Centre
	£610.80	Essex & Suffolk Water	Water rates MDAS
	£85.67	Biffa	Waste collection Skate Park
	£166.88	Biffa	Waste collection Comm Centre
	£769.00	Southend BC	Business rates CC
	£121.72	DOTS	Photocopying costs
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Coffee order (costs recovered by LTC)
	£1934.08	SSE	Gas Community Centre
	£62.60	Global Payments	Card processing fee
	£231.96	British Telecom	716288 line & calls
	£385.40	British Telecom	477248 / 477987 / 714603
	£55.44	Verde Coffee	Coffee order (reimbursed)
	£572.96	SSE	Electricity Community Centre
	£67.52	The Calls Warehouse	Call charges 477248
	£96.50	British Telecom	Charges for 716287
	£65.93	Biffa Environmental	Waste removal Comm Centre
	£69.19	Biffa Environmental	Waste removal Comm Centre
	£85.67	Biffa Environmental	Waste removal Skate Park
	£213.88	DOTS	Photocopying costs
	£769.00	Southend BC	Business rates CC

	£10.16	GO CARDLESS (Verde Coffee Ltd)	Coffee order (costs recovered by LTC)
	£80.39	GO CARDLESS (Verde Coffee Ltd)	Coffee order (costs recovered by LTC)
	£62.10	Global Payments	Card processing fee
	£525.92	SSE	Electricity Community Centre
	£66.71	The Calls Warehouse	Call charges 477248

[Agenda](#)



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## TRAINING & DEVELOPMENT POLICY Staff & Councillors

### The Town Council's Commitment to Training & Development

Leigh-on-Sea Town Council aspires to be a first class Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

The Council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation.

The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

The Town Council will commit itself to the following:

- To develop employees and members to achieve the objective of the Town Council
- To regularly review the needs of, and to plan training and development for employees and members
- To regularly evaluate the investment in training and training budgets.

### Identifying Training and Development Needs

#### Employees

- Induction training and an employee's folder will be provided for new members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Town Clerk to hold CiLCA or equivalent. Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in light of the overall objectives of the Council.
- Relevant additional training may be requested at any time.

#### Members

- An Induction folder will be provided for all newly elected members setting out the Town Council's policies and procedures.

- Training requirements for members will usually be identified by the Town Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council.
- Newly elected members are encouraged to attend the EALC 'Councillor Training'
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training will be provided on an ad-hoc basis.

### **Training Resources/Providers**

An annual budget will be set for employee training and Members' training. All employees or members attending training may claim travel expenses.

The Town Council is committed to offering support to its local area Parish/Town Councils. It is committed to networking with other Councils as it sees this as an effective means of information gathering and where possible to link in with training events held by itself or other Councils.

#### Training Providers for both employees and members

- Essex Association of Local Councils
- Principal Authority
- Society of Local Council Clerks
- National Association of Local Councils
- In-house – if the whole Council requires training on a particular subject the Clerk will source the appropriate qualified person to attend
- Other relevant training provider

### **Review**

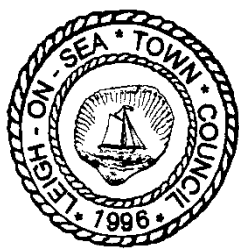
In order to evaluate training, staff and Members are required to report on the training attended. This can either be verbally or by written report and advise of anything learned that Council can use and implement in the future. They should evaluate how successful and appropriate the training has been.

The purpose of feedback is to provide shared learning across the organisation which provided both training benefits and represents value for money.

**POLICY ADOPTED:**

**POLICY REVIEW:**

[Agenda](#)



# 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

## **SAFEGUARDING POLICY**

### **Policy Statement**

In the interests of child protection and the welfare and protection of vulnerable adults, Leigh Town Council (LTC) is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with Leigh Town Council.

### **Definitions**

A **child** or **young person** is anyone under the age of 18 years.

A **vulnerable adult** is someone who by reason of mental or other disability, age or illness is unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

An **adult** for the purposes of this policy is anyone over 18 years of age.

### **Policy Objective**

- To ensure that where possible all facilities and activities offered by the Town Council are designed and maintained to limit risk to children and vulnerable adults.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- To maintain procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Town Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

### **Promoting a Safe Environment**

In order to promote a safe environment for children, young people and vulnerable adults LTC wishes to promote a safeguarding culture in its premises and activity areas. We will achieve this by:

1. Stating that all activities with children require a parent or guardian present.
2. The Events & Projects Officer and Town Clerk are Safeguarding Officers from within the Council and their role is to:
  - Ensure that before any Town Council organised event with children or vulnerable persons, they as the appointed Safeguarding Officer, brief all participants appropriately;
  - Ensure that Members are aware of the risk they may face in certain circumstances whilst carrying out their duties;
  - Ensure that whilst Council members are unlikely to be involved with children during the performance of their duties they are mindful of the risk(s) they face;
  - Ensure that before any volunteers recruited to work with children and vulnerable persons, are interviewed and two written references taken up;
  - Decisions on whether any person should be DBS (Disclosing & Barring Service) checked will be made by the Town Clerk after consideration as to whether the reason relates to a 'regulated activity' relating to children or vulnerable adults as defined by law.



3. Providing all Councillors and staff with a copy of the Safeguarding Policy who will adhere to the 'List of Recommended Behaviour', namely
  - A minimum of two adults present when supervising children.
  - Not to play physical contact games.
  - Adults to wear appropriate clothing at all times.
  - Ensure that accidents are recorded in an accident book.
  - Never do anything of a personal nature for a young person.
4. Keeping records in an incident book of any allegations a young person may make to any committee member staff or volunteer.
5. If there is an incident or disclosure indicating that there may be a child or vulnerable adult safeguarding issue it will be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children/Vulnerable Adult Board procedures (via reference to Southend Borough Council website).
6. In the event of a contractor, working directly for the Town Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

Legal References:

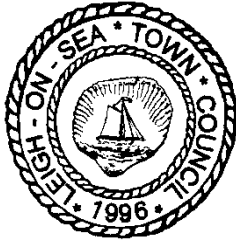
Care Act 2014

Safeguarding Vulnerable Groups Act 2006

**POLICY ADOPTED:**

**POLICY REVIEW:**

[Agenda](#)



# Leigh-on-Sea Town Council

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

# COMMITTEE ACTION PLANS 2016-2020

RESOLVED AT COMMITTEES AUGUST & SEPTEMBER 2016

REVIEWS – ANNUALLY FEBRUARY/MARCH THEN AUGUST/SEPTEMBER

TO BE PRESENTED TO FULL COUNCIL SEPTEMBER 2017

## LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 POLICY & RESOURCES COMMITTEE

### Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
<p><b>Leigh Town Council News</b></p> <p>Develop the magazine to invite participation/dialogue on Council responsibilities etc</p>	<p>Build in comments/letters page.</p> <p>Encourage committees to involve and invite dialogue</p> <p>Build in method for Council website for site visitors to leave messages</p>	<p>By end of September</p> <p>End of May</p>	<p>Website development budget implications</p>	<p>Overall timescales need to be specific as 5 yr action plan</p> <p>Staff restructuring allows for Marketing &amp; Profile Officer to assist Editor</p> <p>Website (launched May) and social media presence is having significant increase in this area of community engagement</p>	<p>Part of overall magazine review November 2017</p> <p>Magazine now approaching its 6<sup>th</sup> edition and therefore a full review is recommended.</p> <p>Action complete</p>
<p><b>Volunteers</b></p> <p>Clarify roles and responsibilities for the volunteers, co-ordinator and office.</p> <p>Budget in place to pay co-ordinator.</p> <p>Revise job description and specification.</p> <p>Advertise and appoint a new co-ordinator</p>	<p>Meeting of Volunteer PDG</p> <p>Decision to be made on appointing a Volunteer Co-ordinator</p> <p>Advertise and appoint</p>	<p>By end of June</p>	<p>Review Pay and expenses for this role</p> <p>Cost item from appropriate budget stream</p>	<p>PDG decided not to re-appoint.</p> <p>Decision made to refer the need and activity to a specific Office staff member with responsibility for developing and involving volunteers to help and support Council activity and events as required</p>	<p>Events &amp; Projects Officer now developing the programme. Will refer to P&amp;R with reports as appropriate. Can be removed from action plan</p>
<p><b>3 Year Action Plan</b></p>	<p>Town Clerk to work closely with new Chairmen to</p>	<p>End of May</p>	<p>Potential impact on Training Budget</p>	<p>Completed although staffing issues have</p>	<p>Action plans need further review as no overall Council</p>

<p>Established and currently under trial period. The Strategic Aims should now be embedded within the individual objectives and clearly identified.</p>	<p>ensure the Action Plan is completed with sufficient detail to be used as a framework for the work of each committee</p> <p>Identify possible training needs</p> <p>Ensures set dates for Review are met and reported on</p>	<p>August/November/February</p>		<p>arisen so review not undertaken as promptly as intended.</p> <p>Training need identified in defining actions and reviewing</p>	<p>plan established. To be looked at through Chairman's Forum by all Committee Chairmen</p> <p>New Training &amp; Development Policy recommended to be implemented as first stage</p> <p>Structured action plan review dates implemented Feb/March and August/September dependent on Committees. Action complete</p>
<p><b>Neighbourhood Plan Development</b></p>	<p>Review and Revise core strategy, Vision for Leigh, CCT &amp; SBC plans</p> <p>Plan &amp; implement series of workshops to develop outline proposal and actions to engage with community groups and individuals representing specific focus</p> <p>Establish Chairman's meetings calendar to co-ordinate activity</p> <p>Town Clerk to ensure set dates and review period are held and reported on.</p> <p>Training support needs for Cllrs introduced</p>	<p>To resolve ACM 2017</p> <p>End of November 2017</p> <p>For ACM 2017</p> <p>Ongoing as project develops</p> <p>Ongoing as project develops</p>			<p>Ongoing</p> <p>Ongoing</p> <p>Meeting calendar established. Action complete</p> <p>Ongoing</p> <p>EALC training mornings booked for October 2017</p>

**Strategic Aim** PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
Build into the Review scrutiny of all service provision, inviting feedback from recipients/public, noting production costs, and identify savings  Review revise standing orders	Propose to discuss at future committee meetings methods that could be adopted in undertaking this Strategic Aim  In discussion with Town Clerk	May/June  Annually	Aim to reduce budget, make savings where possible	Should be on future Agendas and acted upon  Calendar for this item	Process has begun with E&L and CFC instigating feedback after events. To be ongoing in other areas. Action complete  Annual requirement now diarised. Action complete

**Strategic Aim** ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
Work with contributors to magazine to submit on time quality items and images.	Review and revise writing guide and distribute online and at receptions	By September	Photocopy cost	Writing guide reviewed and modified with each issue.	MO (Marketing & Profile Officer) now assisting Editor to aid with. Action complete.

**Strategic Aim** PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
Consider developing a Policy Document that proposed methods that involve the community participating in identifying what are the needs of the Town	If agreed develop the policy	October	Aim to reduce budget, make savings where possible	This is likely to be covered by NHP.	Consideration for consultations, resident, business & visitor feedback. Look at ways forward for effective methodologies.

**REVIEW COMPLETED SEPTEMBER 2017**

## LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 COMMUNITY FACILITIES COMMITTEE

### Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
<b>Leisure Development Project</b>  Engage with the public in the development and implementation	Advertise and enrol suitable local residents and service users to the development and implementation groups	With immediate effect and continuing throughout project		Achieved and continuing	Further consultation when appropriate
<b>Community Centre refurbishment</b>  Engage with the public in the development and implementation of the future refurbishment	Advertise and enrol suitable local residents and service users to the development and implementation groups	With immediate effect and continuing throughout project		Consultation recommended with regard to any major restyling	Consultation when appropriate
<b>Services</b>  Communicate plans and aspirations and consult where appropriate to ensure services provided are required	Inform local press of projects at an early stage and implement formal consultations utilising LTC news, website and other media	As appropriate		Undertaken when appropriate	

**Strategic Aim** PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
<b>Capital Assets</b>					
Maintain and improve particularly skate park and Strand Wharf	Carry out full safety survey of assets and review scheme of regular safety and maintenance checks	Surveys and review to be reported at October meeting		Town Clerk and Facilities Manager undertaking appropriate operational risk reviews and H&S checks	Amend plan to include paddling pool
Maximise the utilisation and benefit of existing assets	Continue existing program for CC and further marketing and development by CC administrator.	Ongoing		Paddling pool to be dredged Strand Wharf works all complete – promotion and use achieved.	Facilities Manager to inspect Bonchurch Gym with a view to advising SBC if any issues
	Develop promotion of use of skatepark and Strand Wharf	3 months		Skatepark repairs complete but monitoring period in place Marketing officer now in place	Skate park priority of LDSC but promotion on hold until refurbishment complete
Develop a refurbishment and development plan for Community Centre and to implement these works	Establish a refurbishment group/SC.	3 months		Sub-committee formed	
	Review staffing requirements for major projects	3 months		Staffing implemented	
	Professional consultation	As required	£5000	Taking place	On going and awaiting further information. Sub-committee will be called as soon as possible
	Finalise business plan utilising intern	6 months	<del>£2000</del>	Intern scrapped and budget removed	
	Develop and finalise scheme of refurbishment	12 months		Internal repair programme	
	Identify and secure funding	12 months		n/a as yet	
	Implement refurbishment scheme	3 years			
	Establish development group/SC	Report October Meeting		Sub-committee formed	

Leisure Development – consider outdoor activity area on Leigh Marshes	Carry out feasibility study and local survey Review staffing requirements to support and implement scheme To continue to review and consider opportunities for minor schemes and be flexible to developing needs such as continuation of local services if withdrawn by principal authority	3 months  PDG to meet at least 6 months to audit and review		Research undertaken – skatepark is priority Staffing in place  This section not relevant to Action plan	Ongoing  Delete from action plan
Minor works					

**Strategic Aim** ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
Via membership of other bodies to encourage local provision and by engagement of local principal authority members to ensure maximum provision for Leigh	Continue support and membership of local bodies and provide support and assistance to these bodies as required. To establish and maintain good working relationships with PA	Ongoing		This section not relevant to Action plan	Change objective to: Assist with development of other bodies through community engagement and liaison  Change action to: Review working arrangements

**Strategic Aim** PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
CFC supports work of other committee and Council by providing and maintaining physical assets	Chairman to engage with other Chairmen and report back	Ongoing		Chairman's Forum will assist.	
Interact with SBC		Ongoing			



Consideration of a NHP					
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**REVIEW COMPLETED JULY 2017**

## LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 E & L COMMITTEE

### Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
To engage proactively with the community by gathering feedback on council activities and events in order to respond positively and tailor and/or initiate subsequent events more closely to that feedback	Continue with, and review, relevant PDGs and community forums (events, tourism, community transport)  Consider the need for other community forums  Allotments – quarterly meetings between Allotment Forum and LTC officer	On-going	Overall E&L budget	Surveys have been undertaken with regard to Summer Series on Strand Wharf.  Environment PDGs with SBC & Veolia.  Chairman has attended Veolia Community Group Ongoing meetings with AALG	

### Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
To work collaboratively with the LCC staff to monitor objectives, budget and expenditure in the light of feedback	LCC staff to report to E&L meetings on response to feedback on events/activities and to offer recommendations for consideration.  Leigh Lights - continue with refurbishment of lights, introduce max 10 new pieces, renew 3 year	Ongoing  Contract expires January 2019	Overall E&L Budget Easter 2018/19 budget £1,000  £10,000	Easter programme survey reported to E&L in June  Further pieces ordered to complete Broadway section	Easter Event to be part of holiday programme  Continue with refurbishment add £5,000 to capital lighting programme 2018/19

	<p>installation and storage contract</p> <p>Community transport scheme – to continue to offer trips to the elderly and/or disabled residents within LTC boundary. Advertise in LTC Newsletter to encourage participation from other residents.</p>	Ongoing		<p>Staffing in place and programme has recommenced August 2017</p> <p>Article in December 2016 newsletter has encouraged better uptake of trips</p>	
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**Strategic Aim** ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
To initiate and strengthen communication and relationships with voluntary, statutory and commercial organisations (for example, 'mums and toddler groups', schools, churches, etc) to encourage collaborative engagement in town events	<p>Advertising on community website, council newsletter (2xyear)</p> <p>Articles in LTC Newsletter to highlight events/activities targeted at specific groups (either as reports on what has happened or to raise awareness of activities at LCC) + invitation for any other groups to contact LCC</p>	Approx 2 months prior to newsletter release in Dec/June	Overall E&L Budget	<p>Website is live and response positive including contact through it.</p> <p>MO is now active in working on Magazine with the Editor and assisting in sourcing articles</p>	<p><b>Consider once developed</b></p> <p>Ongoing</p>

**Strategic Aim** PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
<p>To ensure that LTC events and activities are effectively and widely publicised for the benefit of the town and the community</p>	<p>Providing a platform for local groups at town events – circulate information of events to groups using LCC and provide information to local press on up-coming events with an invitation to other local groups to contact LCC for further information.</p> <p>Farmers' Market – to continue with monthly markets and to consider ways of encouraging better trader participation and an increase in customers</p>		<p>Community initiatives budget/good for Leigh budget</p> <p>Additionally budgeting £1793 staff cost 2017/18 £3739 staff cost 2018/19</p>	<p>EPO involved groups at Summer Series on Strand Wharf and social media is aiding further contact</p> <p>LTC staff are now undertaking organisation and marketing of markets</p>	<p>Staff cost is now applicable and will be reflected in financial monitoring</p>

**REVIEWED AUGUST 2017**

[Agenda](#)

.....  
**This section considers the perception of CCTV in the Borough.**

**1: Southend should continue to use CCTV cameras to openly monitor actively in public places for the purpose of reducing, deterring and detecting crime?**

*Please tick one option only*

Yes

No

If you answered "No" to question 1 then You have finished the questionnaire

**2: Clearly visible CCTV monitoring in public places reduces crime?**

- Strongly agree     Agree     Neither Agree/Disagree     Disagree  
 Strongly Disagree     Don't know

**3: Clearly visible CCTV in public places makes me feel safer.**

- Strongly agree     Agree     Neither Agree/Disagree     Disagree  
 Strongly Disagree     Don't know

**4: Clearly visible CCTV in public places does not impact upon my right to privacy.**

- Strongly agree     Agree     Neither Agree/Disagree     Disagree  
 Strongly Disagree     Don't know

**5. Do you think ASB/crime would increase if a CCTV camera was removed**

- Strongly agree     Agree     Neither Agree/Disagree     Disagree  
 Strongly Disagree     Don't know

### Upgrading the current System

5: Do you feel that the current system covers the right areas in the Borough

*Please tick one option only*

Yes

No

*if no please state what area you feel would benefit from CCTV coverage*

6: Where do think cameras would be more effective in tackling crime

*Please tick all that apply*

Car Parks

Key shopping areas (*e.g Leigh, Shoebury*)

Public Spaces (*e.g parks & gardens*)

Seafront (Westcliff, Chalkwell, Leigh)

Shoebury East Beach area

7: Would you like to see the system upgraded to include coverage in the following areas

*Please tick all that apply*

Old Leigh

Leigh

Westcliff

Shoebury

**Anything else?**

In this section you can tell us anything else about CCTV.

8. Please tell us about anything else you feel is necessary as part of the CCTV Upgrade

[Agenda](#)

**1: Have you read the document Flood & Erosion Risk Management - Non Technical Summary?**

*Please tick one option only*

Yes

No

If you answered "No" to question 1 then You have finished the questionnaire

**2: Of the Key Areas considered in the consultation document which is of greatest interest to you?**

Benefit Area A - Two Tree Island: An environmentally designated area which was historically a landfill site and is now a popular recreational area

Benefit Area B - Old Leigh Port: Covering Old Leigh which is a working port area for local anglers and fisherman.

Benefit Area C - Cinder Path to Three Shells Beach: A variety of residential areas and beach front businesses predominantly backed by high cliffs.

Benefit Area D - Southend-on-Sea Pier to Old Ranges: Major infrastructure as well as residential properties and beach front businesses populate this area of low-lying land.

Benefit Area E - East Beach: Area with sand dunes on the frontage which protect former Ministry of Defence land and potential development areas.

None of the above

**3: Please tell us the reasons for your answer to question 2. Please tick all that apply.**

I think that it is important to maximise protection of the environment.

I think it is important to maximise protection to residents and business

I think that it is important to balance protection to the environment and to residents and business

I think that it is important to maintain public access to the beach and foreshore

I don't know

Other

**3.1 Please state**

**Benefit Area A: Two Tree Island**

Existing defences include earth embankments and grouted revetments. Two Tree Island is an historic landfill site and initial leaching is likely to have already occurred from erosion. Contaminants are currently stored mostly in the sediments. Effective management of contaminants is a core aim for the site.

The island is a popular recreational area. It is currently affected negatively by coastal erosion and flooding. Erosion is a greater issue than flooding in this benefit area due to the risk of contaminants. The area is also important for navigation and provides access for fishing and recreational craft.

Short Listed Option	Action
Hold the Line Maintain	The complexities of managing contaminants at Two Tree Island mean that consideration is being given in the short term to maintaining the existing defences. Ensuring contaminants are contained is essential for the area. Longer term planning is being undertaken with key partners to ensure this risk is effectively managed over the next 100 years.

**4: Do you agree with the above shortlisted option for BenefitAreaA:T wo Tree Island.**

Agree  Disagree  Don't know

**Benefit Area B: Old Leigh Port**

Existing defences in this area include concrete sea walls and steel sheet piles. This section is a working port area for local anglers and fishermen, and is thus integral to the social fabric of the community here. Any options will need to be in keeping with the operations of the port.

Leigh Old Town is a Conservation Area that includes many cultural heritage sites. There are also a number of international designations on the intertidal areas. Key infrastructure that is at risk includes coastal erosion risk to the railway, which passes just behind the defences.

Short Listed Option	Action
Hold the Line Maintain	Maintaining defences at their current level would result in no higher physical barriers being constructed between the land and sea. However, the standard of protection would decrease over time as a result of rising sea levels, increasing the likelihood of flooding.
Hold the Line Sustain	Sustaining the current standard of protection will result in higher defences to offset the threat of rising sea levels. As a minimum this would see an increased defence height of 0.8m to counteract predicted sea level rise.
Hold the line Upgrade	Upgrading defences will require current levels to be raised by more than 0.8m to offer an improved standard of protection against coastal flooding. This may impact on views of the estuary.
Adaption Measures	Adaptation measures will be considered alongside the Hold the Line options to manage flood risk to individual properties. By adapting to the risk of coastal flooding, it ensures less impact to homes and communities if a flood event were to occur.

**5. Which is your preferred approach for Benefit Area B: Old Leigh Port**

Hold the Line Maintain Agree  Disagree  Don't know

Hold the Line Sustain Agree  Disagree  Don't know

Hold the Line Upgrade Agree  Disagree  Don't know

Adaptation Measures Agree  Disagree  Don't know

Do Nothing Agree  Disagree  Don't know



**Benefit Area C: Cinder Path to Three Shells Beach**

Existing defences in this area consist of bitumen covered revetment, blockwork seawall, timber groynes and grouted revetment. This section is a mixture of residential areas and beach front businesses, backed by high cliffs which in the future could be at risk from erosion if no defences were in place.

A key issue is the impact of coastal flooding and erosion upon key transport routes, as it impacts both the highway and railway, which pass just behind the defences. Any option will look at the opportunity for creating a connected coastal cycleway between Leigh-on-Sea and Southend-on-Sea.

Short Listed Option	Action
Hold the Line Maintain	Maintaining defences at their current level would result in no higher physical barriers being constructed between the land and sea. However, the standard of protection would decrease over time as a result of rising sea levels, increasing the likelihood of flooding.
Hold the Line Sustain	Sustaining the current standard of protection will result in higher defences to offset the threat of rising sea levels. As a minimum this would see an increased defence height of 0.8m to counteract predicted sea level rise.
Hold the line Upgrade	Upgrading defences will require current levels to be raised by more than 0.8m to offer an improved standard of protection against coastal flooding. This may impact on views of the estuary.
Adaption Measures	Adaptation measures will be considered alongside the Hold the Line options to manage flood risk to individual properties. By adapting to the risk of coastal flooding, it ensures less impact to homes and communities if a flood event were to occur.

**6. Which is your preferred approach for Benefit Area C: Cinder Path to Three Shells Beach**

- |                        |                             |                                |                                  |
|------------------------|-----------------------------|--------------------------------|----------------------------------|
| Hold the Line Maintain | Agree <input type="radio"/> | Disagree <input type="radio"/> | Don't know <input type="radio"/> |
| Hold the Line Sustain  | Agree <input type="radio"/> | Disagree <input type="radio"/> | Don't know <input type="radio"/> |
| Hold the Line Upgrade  | Agree <input type="radio"/> | Disagree <input type="radio"/> | Don't know <input type="radio"/> |
| Adaptation Measures    | Agree <input type="radio"/> | Disagree <input type="radio"/> | Don't know <input type="radio"/> |
| Do Nothing             | Agree <input type="radio"/> | Disagree <input type="radio"/> | Don't know <input type="radio"/> |

**11: What are the main issues relating to the way in which the coastline is managed and which you want to see being dealt with in the plan?**

**12: Do you have any views on the way in which the existing coastal defences have had an impact on the way in which the coastline has developed?**

**13: Do you have any views on changes that should be made to the existing coastal defences?  
What effect do you think this would have?**

**Anything else?**

In this section you can tell us anything else about the options presented in the consultation document. Please limit your responses to the options in the '**FLOOD & EROSION RISK MANAGEMENT SHORELINE STRATEGY - NON TECHNICAL SUMMARY**' document. To tell us about other issues or projects please email [bettersouthend@southend.gov.uk](mailto:bettersouthend@southend.gov.uk)

**14: Is there anything else you would like to tell us about the options presented in the consultation document?**

*Please tick one option only*

Yes

No

**14.1 Please tell us**



# Leigh-on-Sea Town Council

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

REPORT 2658/HS

## TOWN CLERK'S REPORT SEPTEMBER 2017

### STAFFING

The bulk of staff holidays have now been taken as we enter our historically busy period for the both Leigh Community Centre and the Council. Staff meetings are now held daily to ensure inclusivity of information and work planning.

The Administrative/Bookings Assistant has successfully completed her probation period.

Members will recall that David Skeels successfully completed his Facilities Apprenticeship in April and we were able to offer him a full time position within the Council. I am incredibly delighted and proud to announce that David has been voted Student of the Year by Southend Adult Community College and will attend an awards evening on 28<sup>th</sup> September at Park Inn, Southend.

### TRAINING

#### Staff

The following training has been undertaken since the last Council meeting:

General Data Protection Regulations  
 Excel Training

#### Councillor

The following training has been undertaken since members were elected in 2015:

16/06/2015	EALC – Roles & Responsibilities	Patrick Fox Carole Mulrone Declan Mulrone
07/07/2015	EALC – Code of Conduct Course	Patrick Fox Carole Mulrone Declan Mulrone
29/09/2015	Budgets	Carole Mulrone Declan Mulrone Jane Ward Donald Fraser
07/12/2015	SBC Planning – Development control	Donald Fraser
05/07/2016	Councillor Training day 1	Valerie Morgan
12/07/2016	Councillor Training Day 2	Valerie Morgan
06/10/2016	Internal Budget Training	Jane Ward Donald Fraser Vivien Rosier Richard Herbert

		Jill Healey Valerie Morgan
12/10/2016	Chairman's Day 1	Vivien Rosier
18/10/2016	Council Finance	Jane Ward Valerie Morgan
01/11/2016	Employment Overview	Carole Mulroney
15/11/2016	Advanced Councillor Day	Valerie Morgan
23/11/2016	Chairman's Day 3	Vivien Rosier
04/02/2017	Chairman's Day	Valerie Morgan
25/03/2017	Planning Briefing	Jill Healy
24/06/2017	Councillor Briefing	Anita Forde
17/06/2017	Planning Briefing	Karen Bowden

Future training booked:

Anita Forde – Councillor Training Days 1 & 2 (November)

Jane Ward & Vivien Rosier – Neighbourhood Planning briefing (October)

## **EXTERNAL AUDITOR**

We will be visited on 7<sup>th</sup> and 9<sup>th</sup> November.

## **LEIGH-ON-SEA PARTNERSHIP**

The Town Centre Manager at Southend Borough Council met with myself in the summer and separately representatives from Love Leigh Road, Leigh-on-Sea Independent Traders and Pubwatch. Following this, early September I was invited to a meeting with all parties as they wished to meet me. From this it emerged that the Borough Council wished for a group to form to work together as a partnership providing a 'voice' and contact group for the Borough Council. The other associations and Borough wished for the Town Council to be a part of this – not just in our capacity as local government but also in the fact that we manage the Community Centre.

The Borough Council have the capacity to provide some resources and the initial stages will involve a traders survey, provision of terms of reference for the Leigh-on-Sea Partnership group (as we will be known) and formation of a 'Visit Leigh-on-Sea' website. There will be some administrative assistance provided by all elements of the group and in this respect we will offer support in the website design having experience of creating two very user friendly sites.

A further meeting will take place 11<sup>th</sup> October.

**COUNCIL DECISIONS FOLLOW UP RECORDS 2017/18**

<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 18-07	44b. Committees	RESOLVED to purchase table cloths and table skirting for Council meetings  RESOLVED to sell board room table and chairs in Room 6		Sourcing at present  In progress	
COUNCIL 18-07	44c. Committees	RESOLVED that allotment rents to rise 4% year on year to nearest 50p w.e.f. October 2018	18-07-17	Plot holders will be advised with invoices in September 2017	NFA
COUNCIL 18-07	44d. Committees	RESOLVED to approve payments list	18-07-17	Published on website	NFA
COUNCIL 18-07	45. Code of Conduct	RESOLVED revision	18-07-17	Website & files updated	NFA
COUNCIL 18-07	46. Health & Safety Policy	RESOLVED revised policy with reference to allotment sites & SW included	18-07-17	Website & files updated	NFA
COUNCIL 18-07	48. Council Awards	RESOLVED all 3 requirements	18-07-17	Application submitted	NFA
COUNCIL 18-07	49. CIL	RESOLVED to recommend P&R hold PDG to consider options for use & Regulation 123 Infrastructure List. RESOLVED to contact SBC with regard to S106 agreements in Leigh	18-07-17	Included on P&R Agenda September  TC has written to SBC re S106 item. Awaiting response	

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required
COUNCIL 18-07	51. REPORT ON POLICE CONFERENCE	RESOLVED to explore & investigate system of Special Constables		TC has contacted Southend Police & Superintendent Anslow. Awaiting response	
COUNCIL 18-07	54. MDAS Shop & Cafe	RESOLVED to formalise arrangements re Society buildings.  RESOLVED to give landlords consent in principle subject to 4 conditions	28-07-17	Societies advised. No response received. TC is investigating leases/formal agreements MDAS advised. Awaiting further information with regard to conditions.	