



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

PRESENTED TO FULL COUNCIL MARCH 2017

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 RESOURCES COMMITTEE

POLICY &

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

Objective	Action	Timescale	Budget	Review	Forward Plan
<p>Leigh Town Council News</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>By end of September</p>	<p>£11,000 2017/18</p>	<p>Overall timescales need to be specific as 5 yr action plan</p> <p>Staff restructuring allows for Marketing & Profile Officer to assist Editor Review undertaken. New editor, new timing, QR code included for feedback on CiL</p>	<p>Interim pages in Leigh Times to comply with Quality Council Gold Award Application in due course.</p> <p>Review January 2018 with regard to changes implemented</p>
	<p>Build in method for Council website for site visitors to leave messages</p>	<p>End of May</p>	<p>Website development budget implications</p>	<p>Website (launched May) and social media presence is having significant increase in this area of community engagement</p>	<p>Action complete</p>
<p>Volunteers</p> <p>Clarify roles and responsibilities for the volunteers, co-ordinator and office. Budget in place to pay co-ordinator. Revise job description and specification.</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</p>	<p>Events & Projects Officer now developing the programme. Will refer to P&R with reports as appropriate.</p> <p>Initial discussion with SAVS has taken place. Presentation to be made to P&R by SAVS in May 2018</p>

<p>Advertise and appoint a new co-ordinator</p>				<p>Council activity and events as required</p>	
<p>3 Year Action Plan Established and currently under trial period. The Strategic Aims should now be embedded within the individual objectives and clearly identified.</p>	<p>Town Clerk to work closely with new Chairmen to 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>End of May</p> <p>May 2019</p> <p>August/November/February</p>	<p>Potential impact on Training Budget</p> <p>£1500 2018/19</p>	<p>Completed although staffing issues have arisen so review not undertaken as promptly as intended.</p> <p>Training need identified in defining actions and reviewing</p>	<p>Development of Council Strategic plan will link in with Action plans needing further review as no overall Council plan established. To be looked at through Chairman's Forum by all Committee Chairmen</p> <p>New Training & Development Policy now in place.</p> <p>Ongoing training needs will be identified and preparation for new Council administration</p> <p>Structured action plan review dates implemented Feb/March and August/September dependent on Committees. Action complete</p>
<p>Neighbourhood Plan Development</p>	<p>Review and Revise core strategy, Vision for Leigh, CCT & SBC plans</p> <p>Plan & implement series of workshops to develop outline proposal and actions to engage with community groups and individuals representing specific focus</p>	<p>To resolve ACM 2017 By year end 2018</p> <p>End of November 2017</p>		<p>Workshop taken place January 2018 as first step.</p> <p>On hold until Council decision with regard to NHP</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>For ACM 2017</p> <p>Ongoing as project develops</p> <p>Ongoing as project develops</p>		<p>Awaiting confirmation from SBC with regard to their Local Plan schedule</p> <p>EALC training undertaken October 2017</p>	<p>Meeting calendar established. Action complete</p> <p>TC will report as soon as response received</p>
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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. 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 now assisting Editor to aid with. On going for each magazine

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 MARCH 2017, SEPTEMBER 2017

REVIEWED MARCH 2018

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 FACILITIES COMMITTEE

COMMUNITY

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

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

Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
Capital Assets					
Maintain and improve particularly skate park, Strand Wharf and paddling pool	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 April 2018	2017/18 budget being finalised	Operational risk reviews now in place with the next review date of February 2018. Paddling pool has been dredged. FM inspected Bonchurch Park gym. No issues to report to SCB.	
Maximise the utilisation and benefit of existing assets	Continue existing program for CC and further marketing and development by CC administrator.	Ongoing		Strand Wharf now utilised well as is Skatepark although limited promotion until refurbishment finalised.	Continue promoting these assets
	Develop promotion of use of skatepark and Strand Wharf	3 months			
		3 months			
Develop a refurbishment and development plan for Community Centre and to implement these works	Establish a refurbishment group/SC. Review staffing requirements for major projects	3 months	£5000 Used	Sub-committee formed	Recommendations asap to be submitted to Council for approval
	Professional consultation	As required	£2000	Staffing implemented	
	Finalise business plan utilising intern	6 months			
	Develop and finalise scheme of refurbishment	12 months		On going	
	Identify and secure funding	ASAP		Intern scrapped and budget removed	
	Implement refurbishment scheme	12 months		Feasibility report received and internal discussions taking place as the resolution was to consider repair	
		3 years			
		Report October Meeting	£2000		
			None at present		Ongoing

Leisure Development – consider outdoor activity area on Leigh Marshes	Establish development group/SC Carry out feasibility study and local survey Review staffing requirements to support and implement scheme	3 months To be considered once Skatepark element complete		& refurbishment programme combined. Sub-committee formed Skate park is the priority. Refurbishment idea identified. Investigation into scheme in progress. LD Sub-Committee will be held early 2018 Research undertaken – skatepark is priority Staffing in place	
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Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
Assist with development of other bodies through community engagement and liaison.	Review working arrangements	Ongoing		Ongoing where applicable	

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		Undertaken at Chairmens' Forum	

Interact with SBC		Ongoing			
Consideration of a NHP				Still under consideration	Awaiting emergence of SBC Local Plan

**Reviews due ~~December 2017~~ and June and December 2018
2016, nor February 2017**

No review was undertaken in November

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 COMMITTEE

E & L

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	<p>Continue with, and review, relevant PDGs and community forums (events, tourism, community transport)</p> <p>Consider the need for other community forums</p> <p>Allotments – quarterly meetings between Allotment Forum and LTC officer</p>	On-going	Overall E&L budget	<p>Surveys have been undertaken with regard to Summer Series on Strand Wharf and Leigh Lights</p> <p>Environment PDGs with SBC & Veolia have been held</p> <p>Chairman has attended Veolia Community Group</p> <p>Ongoing meetings with AALG</p>	<p>Town Clerk is now part of Leigh Partnership Group and working with group on survey for traders & businesses in Leigh</p> <p>SBC working in conjunction with us for a 'Friends of Library Gardens' group. Introductory meeting March 2018</p>

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	<p>LCC staff to report to E&L meetings on response to feedback on events/activities and to offer recommendations for consideration.</p> <p>Leigh Lights - continue with refurbishment of lights, introduce max 10 new pieces, renew 3 year</p>	<p>Ongoing</p> <p>Contract expires January 2019</p>	<p>Overall E&L Budget Easter 2018/19 budget £1,000</p> <p>£10,000</p>	<p>Easter programme survey reported to E&L in June</p> <p>New events recommended to E&L</p> <p>Further pieces ordered to complete Broadway section</p>	<p>Easter Event to be part of holiday programme</p> <p>If resolved action plan to be updated with details</p> <p>Continue with refurbishment add £5,000 to capital lighting programme 2018/19</p>

	<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	2018/19 budget set	<p>Staffing in place and programme has recommenced August 2017</p> <p>Article in December 2016 newsletter has encouraged better uptake of trips</p>	<p>2018/19 budget £10,000 as all new metal columns installed by SBC which can take motifs</p> <p>Volunteer drivers now in place</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>Consider once developed</p> <p>Ongoing</p>

Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
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<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 £3717 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 actively engaged in promoting news & information where relevant and new events will be providing additional platform</p> <p>Staff cost is now applicable and will be reflected in financial monitoring</p>
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Outline actions agreed May 2016
Enhance action plan agreed August 2016
Reviewed March 2017, August 2017
REVIEWED February 2018