



# 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 Jill Healey  
Vice Chairman: Cllr Vivien Rosier  
Town Clerk: Helen Symmons *PSLCC*

Members are hereby summoned to a full council meeting of the Leigh-on-Sea Town Council on  
**Tuesday 17<sup>th</sup> September 2019** at Leigh Community Centre,  
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**  
when the following business will take place

Tea and coffee will be available from 7.15 pm. with prayers from Fr. Clive Hillman prior to the opening of the meeting. Fr. Clive is the Council's Chaplain for Cllr Healey's year as Chairman.

## AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING

2. PRESENTATION TO COUNCIL

Malcolm Blake-Lawson will be donating the painting 'Free Fish' that recently featured in his art wall exhibition at the Community Centre to Leigh-on-Sea Town Council.

3. APOLOGIES FOR ABSENCE

4. DECLARATION OF MEMBERS' INTERESTS

5. APPROVAL OF THE MINUTES OF THE MEETING 16<sup>TH</sup> JULY 2019

6. CO-OPTION OF COUNCILLOR FOR HIGHLANDS WARD

There are two applicants for the vacancy and co-option will take place under the Council's Co-option procedure at the meeting.

The co-opted Councillor will then sign the Declaration of Acceptance of Office and join the meeting.

7. PUBLIC REPRESENTATIONS

8. SOUTHEND BOROUGH COUNCIL

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

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

10. TOWN CLERK'S REPORT ([Appendix 1](#)) page 9

**COMMITTEES / REPRESENTATIVE REPORTS**

11. COMMITTEES

To receive the Minutes of Committees for 2019/20:

- a) Planning, Licensing & Highways Committee – To receive minutes of [23<sup>rd</sup> July](#), [13<sup>th</sup> August](#) and [3<sup>rd</sup> September 2019](#).

There were no recommendations

- b) Staffing Committee – to receive minutes of [29<sup>th</sup> July 2019](#)

There were no recommendations

- c) Community & Culture Committee – To receive minutes of [20<sup>th</sup> August 2019](#)

There were no recommendations

- d) Finance & Governance Committee – To receive minutes of [10<sup>th</sup> September 2019](#)

**RECOMMENDATIONS TO COUNCIL –**

Minute 9 – Business Continuity Strategy ([Appendix 2](#)) page 13  
**RECOMMENDED** that Council adopt the Strategy

Minute 10 – Business Continuity Action Plan ([Appendix 3](#)) page 19  
**RECOMMENDED** that Council adopt the Action Plan

Minute 17 – Approve Expenditure ([Appendix 4](#)) page 27  
**RECOMMENDED** that Council approve the expenditure

12. REPRESENTATIVE REPORTS

Verbal reports from Councillor representatives on outside organisations will be made if any meetings have been attended.

**DECISION ITEMS**

13. CIL PDG ([Appendix 5](#)) page 30

As requested by Council 16<sup>th</sup> July, a PDG meeting was held prior to F&G Committee 10<sup>th</sup> September 2019. Some further research is being undertaken with regard to several ideas but the PDG wished to make the following **RECOMMENDATION** to Council:

- Purchase of 4 fire retardant, soft fixing recyclable litter bins – two for Library Gardens and two for the skate park £1,796 + VAT
- Purchase of new see saw (equipment only) for Leigh Library Gardens £3,500 + VAT

These commitments leave a CIL balance of £11,095.48 remaining.

Committed Projects update:

- *Belvedere Viewing Platform - £15,000*  
We await details/involvement in the design concept.
- *Belton Hills Information Boards - £6,000*  
An update is awaited from the Borough.

14. DEFIBRILLATOR FOR OLD LEIGH

Research established that there is no defibrillator in the Old Town. Quotes have been received and contact received from Leigh Lions who are prepared to commit £1000 towards the cost. One further quote will be sought but it is **RECOMMENDED** that the Council accept this generous offer for a defibrillator to be sited in the Old Town. Should there be a slight shortfall between the cost and the donation then it is **RECOMMENDED** that Leigh Town Council cover this up to £250. Ideally Strand Wharf would be an ideal location being fully accessible to the public with a power source close by. The Town Clerk will liaise with the Borough Council to establish whether this is acceptable given the conservation status.

15. EXECUTION OF LEGAL DEED

Due to the remodel works at Leigh Community Centre the Landlord requires completion of a Deed of Variation to the lease, which has been processed through each party's solicitor. It is therefore **RECOMMENDED** that this legal deed be executed on behalf of the Council. In accordance with Standing Order 27b, the Council's common seal shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.

<b>FOR NOTING / CONSIDERATION</b>
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16. EXTERNAL ANNUAL AUDIT 2018/19

PKF Littlejohn have completed their review of the Annual Governance & Accountability Return (AGAR) for 2018/19. The external auditor report and certificate states that on the basis of their review of Section 1 and 2 of the AGAR, in their opinion the information is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. A 'Notice of conclusion of Audit' will now be published before the 30<sup>th</sup> September in line with regulations.

17. SPATIAL PLAN PDG ([Appendix 6](#)) page 33

A further meeting will be held on Wednesday 9<sup>th</sup> October with Cllr Ron Woodley from Southend Borough Council.

18. COMMUNITY ENGAGEMENT

- a) LTC News Magazine – the 10<sup>th</sup> edition is shortly to be published.
- b) Leigh Regatta stall – Cllr Rosier will provide a verbal update on the success of the Council stall.
- c) Coffee and Cake with the Council – Two dates are proposed for this, Saturday 7<sup>th</sup> March 10 am till noon and Monday 9<sup>th</sup> March 2pm to 4 pm. Councillors are requested to indicate which date they would prefer to attend so appropriate invitations can be sent to residents in their ward.

19. RECORDING OF A COMPLAINT

A formal complaint was received regarding a decision made by the E&L Committee. Although in accordance with the Council's Complaints Procedure, dissatisfaction of a decision of the Council is not deemed to be a complaint, the Allotments Disputes Procedure adopted in 2009 stated that in the event that an allotment holder is dissatisfied with the Committee decision, they can invoke the Council's Complaints Procedure. The present Council's Complaints Procedure was adopted as part of the Staff Handbook in 2015. The complaint was dealt with in accordance with this procedure with both a Complaints Committee Meeting and Appeal Panel being held. Only one of the complainants was present at the Complaints Committee meeting but both were present at the Appeal Panel and addressed the members on both occasions. The Panel investigated the whole complaint again and were satisfied that the correct procedures had been followed by both the Allotments Dispute Working Party and the

Council 17<sup>th</sup> September 2019

Complaints Committee. Having considered all the documentation and the representation at length, the Panel decided that it was not possible to rescind the decision made by the Allotments Dispute Working Party as there were too many discrepancies and no new material evidence to change the decision of the Complaints Committee. The decision of the Appeal Panel was a final decision, there being no further right of appeal. The complainants were advised of the decision and their allotment tenancies remained terminated.

*Helen Symmons*

Town Clerk  
12<sup>th</sup> September 2019

**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> November 2019



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MINUTES OF COUNCIL MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL  
TUESDAY 16<sup>TH</sup> JULY 2019  
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Doug Cracknell, Anita Forde, Paul Gilson, Alan Hart, Jill Healey, Carole Mulroney, Declan Mulroney, Damian O'Boyle, Caroline Parker (from minute 46), Vivien Rosier, Mike Wells and Andy Wilkins

Also in attendance: Helen Symmons (Town Clerk) and 1 member of the public until minute 47

MINUTES

***The meeting opened at 7.30 pm***

42. CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcements. Thanks were given to the staff and Councillors for the successful Youth Market on Strand Wharf. Despite the sporting events that day there had been a great turnout of visitors and all those participating thought it a great event.

43. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield, Keith Evans and Emma Smith

44. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest in Agenda items related to the Borough Council, Leigh Port Partnership and North Thames FLAG.

45. APPROVAL OF THE MINUTES OF THE MEETING 10<sup>TH</sup> JUNE 2019

The minutes of the meeting 10<sup>th</sup> June 2019 were agreed to have been an accurate record of the meeting and were signed by the Chairman.

46. PUBLIC REPRESENTATIONS

The Council asked the Town Clerk to investigate the position with regard to defibrillators in the Old Town as it was thought that maybe one of the pubs already had one.

Jill Adair's thanks were noted.

A presentation was made to Council regarding a plastic free community initiative in connection with Surfers Against Sewerage. A proposal had been made further in the agenda regarding the initiative.

#### 47. SOUTHEND BOROUGH COUNCIL

Cllr C Mulroney in her capacity as a Borough Councillor provided an update regarding Hadleigh Road Traffic calming measures. The proposal had been presented to Traffic and Parking in June and the decision made that nothing will progress until a scheme that encompasses Western Road, Marine Parade and Hadleigh Road is presented.

A question was raised regarding a planning application that the Town Council had not objected to. It was confirmed that the Chairman of Planning and a Council Officer look at every application but that our Committee being a democracy means that majority decisions are made. All Councillors were reminded that they should look at planning applications and call in any for review that they wished the Planning Committee to look at in depth. The Chairman of the Planning Committee confirmed that she would investigate and advise those members who had been at Development Control Committee of the Borough.

#### 48. QUESTIONS FROM COUNCILLORS

There were none.

#### 49. TOWN CLERK'S REPORT

The report was **NOTED** and the Chairman wished it minuted that she had been impressed with the conference information provided by the Town Clerk.

#### 50. COUNCILLOR VACANCY HIGHLANDS WARD

The Council **RESOLVED** to fill the vacancy through co-option. The Town Clerk will commence the appropriate advertising procedure.

<b>COMMITTEES</b>
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#### 51. COMMITTEES

- a) Cllr Healey presented the minutes of the Planning, Licensing & Highways Committee as per the Agenda and with the recommendation. Following discussion Council **RESOLVED** that a community meeting be held to discuss speeding, cycling and parking issues based on the format suggested with focus on the outcomes and good preparation undertaken.
- b) Cllr C Mulroney presented the minutes of the Community & Culture Committee as per the Agenda with the two recommendations. Council **RESOLVED** to extend the Thursday evening hall provision in order to work in partnership with Southend YMCA to provide an additional youth provision for 12-16 year old. Council **RESOLVED** that £2,500 be vired from Volunteer EMR to Youth Club budget.

<b>DECISION ITEM</b>
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#### 52. PLASTIC POLLUTION

Council **RESOLVED** that

- Leigh Town Council supports the introduction of the Make Leigh Plastic Free Campaign;
- Leigh Town Council appoints a representative for the Make Leigh Plastic Free group;
- Leigh Town Council will encourage users of the Council's facilities to support the campaign
- Leigh Town Council pledges to act by example by removing any single use items from its premises and Council meetings, as soon as practicable.

Following a proposal (Cllr Healey, seconded Cllr Rosier) Cllr O'Boye was appointed as the Council's representative on the Make Leigh Plastic Free group.

53. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE

Council **NOTED** the transfers and **RESOLVED** the expenditure

54. CIL

Council **RESOLVED** for F&G Committee to hold a PDG meeting to consider potential projects. The Town Clerk will organise a date.

55. STRATEGIC PLAN – ACTION PLAN

Council **RESOLVED** the Action Plan and requested a press release be undertaken around the Strategic Plan for residents to be fully aware of the Council's plans for the next four years. The Action Plan was seen as an excellent monitoring tool.

56. ACCEPTANCE OF SPATIAL PLAN

It was noted that the next stage of the Borough Local Plan was likely to be published in October. Council **RESOLVED** to accept the Spatial Plan. Council **RESOLVED** to send copies to Southend Borough Council and Leigh Port Partnership. Council **RESOLVED** to hold a PDG meeting to discuss delivery of the Plan.

<b>FOR NOTING / CONSIDERATION</b>
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57. RESPONSE FROM SOUTHEND BOROUGH COUNCIL REGARDING MINUTE 49/Council 18<sup>th</sup> July 2017

Council **NOTED** the response.

58. FREEDOM OF INFORMATION REQUESTS

Council **NOTED** the request and response.

59. COMMUNITY ENGAGEMENT

- a) Council were pleased that the event was a success with good feedback
- b) The Magazine editorial team have met and all articles must be submitted by 3<sup>rd</sup> September. There will be a Youth supplement created by the Youth Forum in the centre pages
- c) As sufficient Councillors indicated that they could attend the day, it was **RESOLVED** to have a Councillor led stall at Leigh Regatta. Cllr Rosier volunteered to be the lead and it was hoped to be able to promote the Plastic Free Leigh initiative as part of the stall.
- d) Council felt this was a good idea and **RESOLVED** for two dates to take place in January/February looking to youth businesses or students to provide cakes

60. COUNCIL BUDGET 2019/20 AS AT 30<sup>TH</sup> JUNE 2019

Council **NOTED** the budget monitoring report

61. COUNCIL BANK ACCOUNT BALANCES AS AT 5<sup>TH</sup> JULY 2019

Council **NOTED** the balances.

**CONFIDENTIAL**

62. 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 – SO 3d

63. CORRESPONDENCE ON AN ELECTION MATTER

Concern was expressed that the matter had been deferred when it was only for noting. Councillors were reminded that the Good Councillor Guide indicates that it is the expectation that Councillors come prepared to meetings. The correspondence was **NOTED** but it seemed the statement made in the House of Commons was without accuracy.

Councillors were asked to note that the Council Confidential Items report from the Town Clerk was important to read. A generalised version will be provided to Councillors to keep.

***The meeting closed at 8.49 pm***



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**REPORT 2723/HS**

## **TOWN CLERK'S REPORT SEPTEMBER 2019**

### **TRAINING**

#### **Staff**

Staff have attended the following training:

Mental Health Training

Fire Marshall Training

SLCC Regional Conference – sessions covered website accessibility, regeneration, legal updates, communication and sector issues. Both the Town Clerk and Assistant Proper Officer attended.

Media/Recruiting Workshop Special Constables programme

#### **Councillor**

Further planning training is available at the end of September. Additionally the Town Clerk is hoping to organise a mental health awareness workshop through an ECC/EALC initiative. This will be available to staff, councillors, volunteers and invited community group representatives.

### **TOWN CLERK'S DIARY**

#### EALC Executive Committee

The July meeting centred on the production of the EALC Strategic Plan. Several of the executive committee including myself as the Council's Southend Representative have been concerned with the process and document produced. However the majority voted for the document to be presented at the AGM. Of concern, the Chairman of EALC questioned those member of the Executive Committee at the meeting when they did not vote in favour of the document asking for their reasons.

At the September meeting, Executive Members had been asked to volunteer to take on leadership/be involved in the seven 'chapters' that the Plan focusses on. I shall be the 'chapter lead' for the Governance and Democracy Action Plan relating to EALC and will be working closely with the Executive Committee on behalf of the membership.

#### Leigh Partnership Group

Establishment of wayfinding signage is ongoing, commissioning a local artist to produce the town map for inclusion at strategic points. The Group have submitted an article for the Council magazine and will be meeting again 18<sup>th</sup> September working on the communication plan.

#### SLCC (Society of Local Council Clerks)

Essex County Council have withdrawn the website service that many parishes used and this was the main focus of discussion at the last meeting along with a debrief of the June training day. This is always a useful forum to chat about county and national issues facing councils and clerks. Discussion was held around defibrillators, website accessibility changes, standards of conduct, future training events and finance.

### Police engagement meeting

Chief Inspector Pudney invited me to attend an engagement workshop following a recent online survey on how residents feel Essex Police keep them informed, how they would like to be kept informed and that they are interested in what the police are doing within the community. The workshop is to enable them to respond to the feedback received and build on their current level of engagement.

### Social Media

The Council now has various social media platforms which have helped to raise the profile and awareness of Leigh Town Council:

Leigh TC Events – Facebook and Twitter  
Leigh Town Council - Instagram  
Leigh Community Centre – Facebook and Twitter  
Leigh Town Council Arts Group – Instagram  
Leigh Farmers Market – Facebook

Between them we are able to share news and information which then reaches a wider audience. Recently the facebook post regarding the Blue Crab initiative by Anglian Water and Environment Agency reached 490,000, engaged with 126,000 and was shared 4,220 times. From that another 294 people liked our page, meaning just for that one media platform we now have 1,581 following us. On average each post reaches 500 but popular items such as our children events, grant aid awards reach 3-5,000 and Leigh Lights had an audience last year of 35,000. The Arts Group Instagram page which was only set up a few months ago already has 389 followers.

### Staffing

A bookings team has now been established which will allow for a review of the office layout with the remodel of the reception area taking place imminently. The Administrative Apprentice is now sufficiently trained in all roles and will be the first bookings contact. The Apprentice will become a permanent member of the team from April 2020. Steps are being taken to introduce a new apprentice to provide support and offer training whilst a member of staff remains on maternity leave.

### **TOWN COUNCIL INVITATIONS/ATTENDANCE**

The following engagements have been attended by the Chairman and various Councillors:

Essex Radio Live on air interview (Chairman and Town Clerk)  
St Margarets Church Celebratory event  
Legra Academy Shaping the Future Days  
Merchant Navy Day

**COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2019/20**

<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>	<b>Responsible</b>
COUNCIL 20-11-18	82 Request to Council	RESOLVED to have a board in recognition of Town Clerks who serve the Council		Board is in progress		TC
COUNCIL 19-03-19	113 Pastoral Chaplain	RESOLVED		Contact has been made with Churches Together and consideration is being given with regard to the best implementation of this provision		TC
COUNCIL 16-07-19	50. Cllr Vacancy	RESOLVED to co-opt	17-09-19	Advertised with candidates coming forward. On Council agenda for co-option	NFA	
COUNCIL 16-07-19	51. Committees	RESOLVED to hold community meeting RESOLVED to extend Thursday youth club to 12-15 yr olds and vire £2,500 from Volunteer EMR to Youth Club Budget	16-07-19 16-07-19	Returned to P,H & L to organise Southend YMCA advised. Internal administration under way. Will be monitored by C&C Committee	NFA under this minute NFA under this minute	
COUNCIL 16-07-19	52. PLASTIC POLLUTION	RESOLVED to support the campaign, Cllr O'Boyle the Representative and to remove any single use items from Council premises as soon as practicable	16-07-19	To be monitored by C&C Committee	NFA under this minute	
COUNCIL 16-07-19	53. Approve Expenditure	RESOLVED	16-07-19		NFA	
COUNCIL 16-07-19	54. CIL	RESOLVED PDG meeting to consider potential projects	16-07-19	Date set for 10-09-19	NFA	
COUNCIL 16-07-19	55. Strategic Action Plan	RESOLVED	16-07-19	Press reports in Echo & Leigh Times. New strategic action added re Plastic Free Leigh	NFA	

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
				Added to website. Annual review March diarised		
COUNCIL 16-07-19	56. Acceptance of Spatial Plan	RESOLVED	16-07-19	Copies sent to SBC and Leigh Port Partnership. SBC confirm that they will pay due regard as they continue to develop Local Plan for the Borough PDG to held to discuss delivery	NFA  NFA under this minute	
COUNCIL 16-07-19	59. Community Engagement	RESOLVED to have cllr stall at Leigh Regatta RESOLVED for two dates to take place re Coffee with Councillors	17-07-19	Leigh Lions advised – Cllr Rosier is the lead Dates posted to Agenda	NFA under this minute  NFA under this minute	

[Agenda](#)



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## BUSINESS CONTINUITY STRATEGY

### Strategy Statement

#### 1. Introduction

- 1.1 The Business Continuity Strategy (BCS) is intended to provide an overall framework for managing the repercussions of a serious incident which identifies the resource requirements, list of contact names and addresses and actions that need to be considered and taken, in the event of a serious disruption to the business activities undertaken by the Council.
- 1.2 This Continuity Strategy aims to provide a structure plan to enable the Council to use a checklist in order to be able to respond to an incident in an appropriate logical way. It will ensure the Council can fulfil its obligations both as a provider of local services and as an employer and the Strategy is intended to support the Council through this process.
- 1.3 The objective of the Business Continuity Action Plan (BCAP) is to reduce the impact of an incident and to provide the Recovery Team with a pre-planned course of actions. Occurrences may arise which could not have been foreseen or may not have been considered. For these situations, the Recovery Team will use their experience and knowledge to adjust checklists or actions set in the Strategy accordingly.
- 1.4 The BCS and BCAP will ideally be reviewed annually by the Council and amended and updated if necessary. If an incident occurs the management of the crisis must be reviewed to learn from mistakes and to improve procedures.

#### 2. Objectives

##### 2.1 The objectives of the BCS are:

- To help ensure the continuity of service provision in the event of a business disruption
- To save time and reduce any initial confusion
- To preserve the Council's image and reputation
- To minimise general disruption
- To ensure control is established by the Recovery Team at the critical early stages of a disaster situation
- To minimise the social, legal and financial consequences of the incident.

#### 3. Services

##### 3.1 The Council provides services to the residents of Leigh-on-Sea and raises funds for the provision of those services through the precept. The services include:

- Room hire and provision of events, fayres and markets at the Community Centre
- Information sited at the Community Centre
- Outside services – floral displays and Christmas lighting
- Strand Wharf open air space
- Allotments sites at Manchester Drive and Marshall Close
- First Aid post at Bell Wharf Beach
- Provision of Youth Facility at Leigh Marshes

- Provision of Council events
- Provision of Community Transport Trips scheme

3.2 The Council also provides administrative services including:

- Review of Planning applications
- Policy and Financial Management
- Public Relations / Information provision
- Civic and Democratic support
- Community Event organisation and support
- Business support

3.3 The residents and business of the Town are represented by 16 Councillors. There are Committees which meet on a scheduled calendar plus Full Council which meets bi-monthly. All meetings are held at the Community Centre.

#### 4. Structure

4.1 The Council must identify and appoint a Recovery Team which will convene in the event of a disaster and will decide whether to invoke the necessary recovery plans.

The team will include at a minimum:

The Town Clerk  
The Chairman of Council  
The Chairmen of all Committees (Vice Chairman in their absence)  
The Assistant Responsible Finance Officer (ARFO)  
The Facilities Manager

#### 5. Recovery Site

5.1 This is a designated area within Southend Borough Council Civic Centre as agreed with the Resilience Manager (Legal & Democratic Services) Southend Borough Council.

Up to 5 members of staff will relocate to the Civic Centre Campus to carry on delivering core services. A bank of 5 desks within the Civic Centre tower block that have ICT and phone capability will be allocated or if not possible, a committee room (although this will have limitations with regard to telephone points and a wireless network).

#### 6. Priorities

6.1 The Recovery Team priorities will be:

- Staff safety and welfare
- Customer/User safety
- Recovery of essential services
- Legal compliance
- Minimisation of financial loss
- Recovery of all other activities

6.2 Where possible, the Council will continue to operate with minimum disruption from its own premises. It may be necessary to suspend temporarily the hiring of the Community Centre.

#### 7. Documentation

7.1 The BCS will ideally be updated annually by the Council. A hard copy of the Strategy will be held by the Town Clerk, the chairman of Council and the ARFO

7.2 A copy of the BSC and BCAP will be filed within the Staff Policy folder held in the Town Clerk's office. These documents will also be filed in the emergency 'grab bag' situated in the

Reception area of the Community Centre which is used when an emergency evacuation of the Community Centre has to take place.

## 8. Disruption Scenarios

8.1 The approach to developing a BCS and BCAP is firstly to identify different disruption scenarios and then to plan how to deal with them as detailed in the Action Plan. A number of incidents can affect council operations, for example fire, flood, server failure, acts of terrorism, flu pandemic or prolonged loss of power. Each of these could result in a disruption. The disruptions have been grouped into three categories:

- Community Centre – denial of access to the building or loss of the building
- Failure of IT or telephone system
- Unavailability of key or sufficient staff

## 9. Community Centre

9.1 Following a business disruption or incident, the Community Centre could be inaccessible for two main reasons:

- Denial of access, meaning that though systems and services are unaffected, staff are unable to gain access to the building. This could happen following incidents such as a security threat, environmental contamination or a serious event nearby
- Fire, floor or structural damage could damage or destroy all or part of the building. This could also affect systems.

## 10. Failure of Critical IT Service or Telephone System

10.1 Some or all critical IT or the telephone system could be unavailable; for example a server failure, a cyber attack, a network problem or the cutting of a communications cable supplying the Community Centre.

## 11. Unavailability of Key or Sufficient Staff

11.1 Staff that support business critical activities could become unavailable. Examples are personal injuries to key members of staff or flu pandemic affecting a group of staff.

## 12. Definitions of Incidents

12.1 Three levels of incident have been defined, the most serious being a Level 3 incident: a major incident.

Level 1 Incident: Local Incident:

Defined as a local incident that is not an emergency and does not cause serious physical threat to people or property. Results are likely to be limited disruption to services.

Level 2 Incident: Minor Incident:

Defined as an incident that could pose an actual threat to people or property, but does not seriously affect the overall functioning of the Community Centre. This might include the isolation or evacuation of part of the Community Centre with the assistance of the Emergency Services.

Level 3 Incident: Major Incident:

Defined as an incident causing significant disruption to Community Centre and Town Council operations. It may affect the entire building and staff, with the potential to escalate and

involve external Emergency Service who would probably take operational control of the incident which would necessitate the invocation of the BCAP

13. Type of Incident 'Level' Benchmarks

Type of Incident	Level 1 (local)	Level 2 (minor)	Level 3 (major)
Natural emergencies causing building damage/collapse	Minor structural damage. No evacuation necessary	Minor structural damage. Evacuation and limited relocation necessary	Major structural damage. Evacuation and relocation necessary
Severe Weather Conditions e.g. excessive rain, snow, wind, ice, extreme heat or cold	No building damage. Some staff absence. Minor disruption to normal services	Minor building damage/serious disruption to normal services. Significant staff absence	Serious building damage. Serious disruption to critical services. Significant staff absence.
Fires	Minor damage to rooms, no relocation necessary. Little/no information loss. Room(s) out of use temporarily	Medium damage, loss of some accommodation – can reorganise to cover internally. Little loss of information	Major damage to the infrastructure. Significant information loss. Relocation necessary
Flooding	Minor damage to rooms. No loss of equipment or documents. Little or no disruption	Medium damage to rooms and equipment. Some damage to documents. Remedial work and relocation necessary	Major damage to rooms, equipment and information sources. Serious disruption to facilities.
Civil Disorder	Disruption to normal Authority services. Some staff absence	Serious disruption to normal services. Significant staff absence/inability to use facilities	Prolonged serious disruption to normal services and significant number of staff unable to use facilities
Water, Gas or Electricity Supply Failure Explosions	Affecting less than 5% of Community Centre. Little or no disruption. Small localised blast – can be isolated	Affecting 10-30% of Community Centre. Minor disruption. Small to medium blast, minor damage. No release of toxic/flammable substances	Affecting more than 30% of Community Centre. Serious disruption. Medium/major blast. Major damage and disruption.
Gas Leaks	Minor leak. No evacuation	Major leak. Evacuation.	Major leak. Evacuation
Bomb Threats			

	Suspicious parcels. Isolate and inform the police. Evacuation may be required	Evacuation. Following serious threats by known activities. Isolate and evacuate. Involves police. Serious disruption to normal services	Evacuation. Building closed
Medical Epidemics	Disruption to normal services	Serious disruption to normal services. Significant staff absence	Legionella, Pandemic Flu outbreaks
Adverse Public Interest	Interest by local press only	Significant local interest – press and other media	Extensive regional/national interest – press and other media

#### 14. Recovery Procedures

14.1 The recovery procedures within the BCS will address each different type of disruption scenario. In any scenario, the Recovery Team will meet to decide whether to invoke the BCAP and will consider the level of the incident, the nature, extent, likely duration and prognosis of the disruption

##### 14.2 Accommodation

If a Level 3 (Major) incident occurs, the Recovery Team and those staff required to perform priority activities will relocate to the designated area within Southend Borough Council Civic Centre

Some staff will not be relocated and may be expected to work from home.

##### 14.3 People

Key people are those identified as being critical to the completion of key activities. This depends on people's key skills, knowledge and qualifications. The BCAP will include the list of staff members and how Council will continue to provide the function they carry out. The BCAP will also address a large scale absence scenario where insufficient staff are available to provide priority services.

##### 14.4 ICT Systems and Services

The Council must be able to respond and recover from a disruption to its information and communications technology i.e. if relocation is required, additional IT and telephones may be required.

##### 14.5 Equipment

Should relocation be required from the Community Centre, it would be necessary to identify those pieces of equipment and furniture which would be required to ensure the delivery of the Council's essential services; in essence, what standby facilities and equipment would be necessary and which suppliers could be used to provide emergency equipment on a temporary basis.

##### 14.6 Suppliers

It may be necessary to make arrangement with third parties regarding the delivery of equipment and furniture at short notice by identifying alternative sources.

##### 14.7 Technology

The Council must ensure that regular proper back-ups of IT software are undertaken and that this information can be restored with immediate effect if required. The daily back-up will be stored off site via IT support. It may be necessary to provide a new server at short notice which can be done by the Council's IT support company who offer a surrogate server system package in the event of the main file server suffering a catastrophic failure.

#### 14.8 Communication

The Council must consider all forms of communication that it uses, including emails, telephony, hand-held radios and PA systems and how these will assist in delivering services during an emergency.

#### 14.9 Insurance

The Town Clerk will be responsible for contacting the Council's insurance company to provide details regarding the incident and the level of the losses. The Assistant RFO will be responsible for completing all necessary forms and documentation to ensure the Business Interruption insurance cover becomes effective.

### 15. Testing and Exercising

15.1 To ensure that the Business Continuity arrangements are viable and that staff are rehearsed in the role which they may have to take at the time of a disruption, there should be an annual test. Whilst the overall objective is to prove the effectiveness of the arrangements, each test will have its own objectives:

- A desktop review of the BCS and BCAP with all staff and the Recovery Team to eliminate gaps and ensure clarity and understanding.
- To ensure the BCS and BCAP can be used to respond to a range of different disruption scenarios
- To provide the opportunity for the Recovery Team and staff to explore and practice their crisis management roles.
- A call-out cascade test confirming that simple messages can be related through the Council (which is usually conducted outside normal working hours).
- To ensure that a working environment can be established at the relocation accommodation for the members of the Recovery Team in the timescales required
- IT disaster recovery test proving the IT system can be restored in the timescales required at the relocation accommodation.
- IT telephony recovery test proving calls can be routed away from the Community Centre and answered at the relocation accommodation.

### 16. Conclusion

16.1 The BCS and BCAP are Council owned processes that establish a fit-for-purpose strategic and operational framework to follow should an emergency occur. It provides peace of mind that the Council can still provide services to residents following a major incident.



# Leigh-on-Sea Town Council



## BUSINESS CONTINUITY ACTION PLAN (BCAP)

### 1. General Statement

1.1 The Council has a Business Continuity Strategy (BCS) for responding to an unplanned disruption that affects the Community Centre which includes the provision of a recovery site. Following disruption, the Town Clerk will contact all members of the Recovery Team who will then take responsibility for the co-ordination for the Council's response. The Recovery Team throughout the disruption will:

- Provide direction and assistance to service areas with regard to the recovery of service activities
- Make decisions on the Council's priorities
- Co-ordinate resource requirements across the organisation

1.2 This BCAP will support the agreed recovery strategy as well as the recovery of business activities.

### 2. Initial Response

2.1 Once notification of a disaster or disruption has been received, it may be necessary to contact the emergency services and evacuate the Community Centre. The Town Clerk will notify the Recovery Team and will ensure the following procedures are undertaken.

Activity	Completed	By Whom	When
Call Emergency Services			
Evacuate the premises			
Direct everyone to the Assembly point (rear of public car park)			
Pick up 'Grab Bag'			
Roll Call			
Ensure all staff and visitor areas are safe. Restrict access to affected incident officers at the scene			
Liaise with emergency services			
Record details of any casualties			
Inform next of kin of any staff casualties			
Execute any relevant media communication			

2.2 The key actions immediately following a disruption are outlined in the following table. Against each objective are the actions to be followed to ensure the objective is met, together with a tick box to record when the action is completed.

### 2.3 IT Only Incident:

Objective	Action	Assigned to:	✓
Assess the situation	<b>Assess</b> the likely impact on Council. If <b>minor</b> , the Town Clerk will work with Council's IT provider to discuss & agree action. If <b>major</b> , assess whether need to relocate to the recovery site	Town Clerk	
Invoke the BCAP	<b>Confirm</b> whether the server can be rebuilt. <b>Confirm</b> whether a new server is required	Town Clerk	

	<b>Confirm</b> whether a server back-up is required and for how long		
Contact Recovery Team	<b>Brief</b> the Recovery Team	Town Clerk	
Notify staff	<b>Inform</b> Council staff of disruption & advise of current situation	Town Clerk	
Move to recovery stage	<b>Decide</b> whether the server is to be rebuilt and the time frame involved <b>Decide</b> whether a new server is to be purchased	Town Clerk	

## 2.4 Building Related Incident

Objective	Action	Assigned to:	✓
Notification during office hours	<b>All staff</b> will be notified of an incident and advised of any action required <b>If instructed</b> to do so, all staff should evacuate the building and report to the assembly point	Facilities Manager/Town Clerk	
Notification of incident outside office hours	<b>The Town Clerk</b> will decide what message should be given to staff <b>Initiate</b> a call cascade, contacting all staff using Appendix A2 <b>Follow</b> the contact procedures in Appendix B <b>Tell</b> staff what has happened and what they are required to do (e.g. make way to designated recovery site) <b>Advise</b> how and when future updates will be communicated. Log all calls using Appendix B2	Town Clerk	
The Recovery Team	<b>Recovery Team will:</b> <b>Provide</b> direction and guidance during the disruption <b>Implement</b> the Action Plan <b>Agree</b> how updates/progress will be reviewed and communicated to all staff and councillors <b>Review</b> critical activities and confirm recovery requirements listed in Appendix C2 (people workplace systems and other resources)	Recovery Team	
Move to Recovery Phase	If the Recovery Team decides to invoke business recovery arrangements, follow the Business Recover Actions in Section 3	Recovery Team	

## 3. Business Recovery

This section provides details of the actions required to recover the critical activities undertaken by Council staff. In the event of a disruption, the Recovery Team will relocate to a Recovery site. The BCS includes the provision of workspace accommodation for staff, new office furniture and equipment, IT equipment and server and telephony equipment.

### 3.1 Assessing the Impact

Objective	Action	Assigned to:	✓
Access the impact of the disruption	<b>Assess</b> any impact the disruption will have on the Council's critical activities and any current issues to be considered.	Recovery Team	

	<b>Develop</b> a prioritised Action Plan, incorporating the objectives and actions outlined in 3.2 and 3.3 below. <b>Any</b> issues/concerns must be discussed by the Recovery Team		
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### 3.2 Critical Activities

The Recovery Team will provide direction and guidance to assist the recovery of the Council's critical activities. The actions below must be followed and recorded when they have been completed or when services have been reinstated.

Objective	Action	Assigned to:	✓
Review Critical Activities	<b>Review</b> responses necessary to carry out critical activities. <b>Arrange</b> for the retrieval of any vital records Appendix D	Recovery Team	
Arrange for staff to relocate to the recovery site	<b>Staff</b> to go to the recovery site <b>Establish</b> which staff will relocate to the Recovery site and when that will be <b>Contact</b> the appropriate staff members and brief them on: <ul style="list-style-type: none"> <li>• When they should go to the recovery site</li> <li>• Any special arrangements</li> </ul>	Recovery Team	
Establish VOIP connection with existing telephony equipment at recovery site	<b>Confirm</b> if more telephone lines are required. <b>Contact</b> the Council's telephone system provider to provide emergency telephony and arrange for an engineer to visit the recovery site if necessary	Recovery Team	
Build/Restore the Server	<b>The Server</b> will be built and restored by the Council's IT provider. If applicable an emergency server will be provided or a new server will need to be purchased	Recovery Team	
New IT Equipment	<b>New</b> computers may need to be obtained if the ones at the Community Centre are rendered unusable. The Council's IT supplier will advise and will purchase new hardware accordingly. New software will also be purchased	Recovery Team	
Establish IT capability	<b>Connect</b> the server at the recovery site and test accordingly. <b>Establish</b> reconnection of Council's website over the internet	Recovery Team	
Test Systems	<b>Once</b> tests are complete, staff may use their computers at the recovery site	Recovery Team	
Provide an ongoing IT support at the recovery site	<b>Confirm</b> with IT provider that relocation is advised	Recovery Team	
Review issues and priorities	<b>Reassess</b> issues and priorities at regular intervals <ul style="list-style-type: none"> <li>• Status of Community Centre</li> <li>• Status of Critical activities</li> <li>• Resource issues</li> <li>• Insurance status</li> <li>• Media attention/reaction</li> </ul> <b>Communicate</b> relevant daily updates to staff and councillors	Recovery Team	
Confirm work space requirements	<b>Identify</b> which area of SBC Civic Centre will be allocated as the recovery site	Recovery Team	

	<b>Consider</b> whether workspace away from the recovery site could be utilised <b>Be</b> aware of any other options required		
Contact Council's Insurance Company	Contact Zurich to log the incident. Record what damage has occurred. Establish any disaster recover opportunities within current insurance policy.	Town Clerk/ARFO	

### 3.3 Maintaining Communication

Objective	Action	Assigned to:	✓
Maintain communication	<b>Use</b> the status report in Appendix E1 to record information on the current operational situation for: <ul style="list-style-type: none"> <li>• Staff issues</li> <li>• Service issues</li> <li>• Other resource issues</li> </ul> <b>Confirm</b> how any IT, HR, etc. issues should be dealt with <b>Agree</b> any messages to be cascaded to staff <b>Agree</b> any messages to be given to external organisations, other councils, as well as the media. Use Appendix E2 to keep a log of events	Recovery Team	
Update external organisations as necessary	<b>Review</b> external contacts in Appendix A5 <b>Identify</b> which external organisations should be contacted including the media <b>Ensure</b> all Recovery Team members are clear what message to be given to external organisations <b>Establish</b> contact points for each external organisation <b>Contact</b> and update external organisations including the media when necessary	Recovery Team	
Ensure effective ongoing communication with staff and councillors	<b>Ensure</b> the Recovery Team are clear about the message to be given to staff <b>Review</b> the contact procedures and contact all staff using the staff and councillors contact list in Appendices A2 and A4 and update them on the situation. If next of kin need to be contacted, Appendix 3 is to be used <b>Be</b> aware of any staff welfare issues that need to be discussed <b>Communicate</b> regularly with staff to provide reassurance and to keep them informed of what might be expected of them	Recover Team	
Establish Timeline	<b>Establish</b> a timeline with regard to reoccupation of the Community Centre <b>Discuss</b> with SBC and Town Council's insurance company, the necessary cover and how this will be effective		

	<p><b>Reinstate</b> standing orders, financial procedures and council protocols  <b>Decide</b> when future Council meetings will be held</p>		
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3.4

**Appendix B: Communicating with Staff**

**B.1 Call Procedures**

Use the following guidelines when notifying staff of an incident. Before making any calls, decide what you want to say and what you want the person you are calling to do. Update the Telephone Log (B.2) after each call to confirm whether or not contact has been made, with any relevant comments.

- Give a brief report of the current situation, speaking calmly and clearly
- Provide details of the location from where the recovery process will be co-ordinated, together with a contact telephone number then can call
- Check that the person you are calling is fit, able and available for work
- Ask the person to stand by and away further instructions, work from home or go to a specified recovery site as required (confirm arrangements and timescales)
- Tell staff not to discuss the situation with anyone external to the Council

**Staff Unavailable**

- If the phone is engaged or there is no reply, call again later or try another contact number
- If someone else answers or your reach an answering machine, leave a message asking the person to call you as soon as possible. Try another number

**B.2 Telephone Log**

This log should be updated for EACH telephone call made

Name	Telephone No.	Time of Call	Response /Comments

**Appendix C:**

**C.2 Recovery Requirements**

What	How soon needed	Current recovery estimate	Comments
Telephones + numbers			

IT Equipment			
New Server			
Furniture			
Payroll			
Insurance			

**Appendix D: Vital Records**

**D.1**

Copies of the document below are held by the following persons, or kept in the following locations:

<b>Item</b>	<b>Medium</b>	<b>Person Responsible</b>	<b>Location</b>	<b>Retrieval Instructions</b>
Personnel Files	Hard Copy	Town Clerk	Town Clerk's Office	
Payroll Details	Hard Copy	ARFO	ARFO files	
Financial Records	Hard Copy	ARFO	ARFO files	
Council Records	Hard copies	APO	Office/Fire safe	
Documents Fire Proof Safe	Hard copies	Town Clerk	Back corridor	

The website and server have IT versions of many of the documents. Additionally Edge IT used for the bookings and financial information is a cloudbased programme.

**Appendix E: Forms**

**E.1. Community Centre Status Report**

**Date/Time:**

<b>Issues</b>	<b>Comments</b>
<b>Overall situation</b>	
<b>Staff (include health &amp; safety, welfare and communication issues)</b>	
<b>Activities/Services</b>	
<b>IT &amp; Telecoms</b>	
<b>Building &amp; Facilities</b>	
<b>Additional Resources Required</b>	
<b>External Organisation</b>	

**Appendix E: Forms**

**E.2. Log of Events**

**Name:**

<b>Date/Time</b>	<b>Occurrence</b>	<b>Action Taken – Comments</b>

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# Leigh-on-Sea Town Council

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Chairman: Cllr Jill Healey  
 Vice Chairman: Cllr Vivien Rosier  
 Town Clerk: Helen Symmons *PSLCC*

## Payments List 6<sup>th</sup> July 2019 – 30<sup>th</sup> August 2019 Report 2723/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
102863	£714.00	Evac + Chair International	Training and maintenance
102864	£280.00	Entertainer	Children's events
102865	£32.30	Staff member	Travel expenses
102866	£180.00	Entertainer	Children's events
102867	£500.00	Entertainer	Children's events
102868	£200.00	Marko Sparko	Children's events
102869	£150.00	Entertainer	Children's events
102870	£100.00	Entertainer	Children's events
102871	£95.00	Entertainer	Children's events
102872	£273.03	Essex Supplies (UK) Ltd	Cleaning materials
102873	£3890.00	Altex Glazing Systems Ltd	Supply and fit windows Community Centre
102874	£60.00	Entertainer	Children's events
102875	£200.00	Entertainer	Children's events
102876	£32.30	Councillor	Travel expenses re training
102877	£100.00	K Holland	Appeals Panel assistance
102878	£195.00	N Clark	Fire Marshalling training
102879	£58.80	Fulton Paper	Paper
102880	£350.00	Veolia	Garden waste sacks
102881	£960.00	Kadec Asbestos Management	Asbestos removal – Leigh Allotments
102882	£250.00	Cash	Cash
102883	£422.64	Veolia ES (UK) Ltd	Waste collection and toilets at Leigh Lights 2018
102884	£95.00	M. Frost & Associates Ltd	Display Energy Certificate renewal
102885	£197.29	Essex Supplies (UK) Ltd	Cleaning materials

102886	£100.00	Entertainer	Children's events
102887	£180.00	Southend BC	Premises Licence
102888	£15.00	Plot holder	Deposit refund
102889	£192.00	Entertainer	Children's events
BK TRS	£921.60	The Stage Bus	Camper stage for Leigh Lights
BK TRS	£3447.91	Zurich Insurance plc	Council insurance renewal
BK TRS	£24000.00	Payroll	August payroll
BK TRS	£750.00	Manchester Drive Allotment Society	ASA Agreement
BK TRS	£125.00	Marshall Close Allotments	ASA Agreement
BK TRS	£800.00	LOSALGA	ASA Agreement
BK TRS	£140.29	Steve's Self Drive	Van hire Youth Market
BK TRS	£1508.40	Vicarage Marquees Ltd	Youth market marquee
BK TRS	£23000.00	Payroll	July payroll
		<b>Expenditure – Imprest Items</b>	
	£38.36	Heart Internet	Domain renewals
	£50.00	Crohn's & Colitis UK	Donation re Youth Market
	£150.00	Newsquest	Advertisements
	£190.00	Clearaway	Allotments skip
	£51.55	Dulux Decorator Centre	Paint for Leigh-on-Sea sign
	£190.00	Clearaway	Allotments skip
	£121.00	Solopress	Spatial plan brochures
	£89.35	Solopress	Flyers Youth Groups and Christmas in Leigh
	£130.00	Clearaway	Allotments skip
		<b>Expenditure – Direct Debits</b>	
	£12.00	British Telecom	Mobile broadband
	£810.00	Southend BC	Business rates Community Centre
	£12.00	Retail Funding Ltd	Card machine fees
	£305.98	DOTS	IT Support and photocopying
	£138.53	Wessex Products (Leasing) Ltd	Hand drier lease
	£6.00	Paynetworx	Virtual terminal fee

	£16.00	Global Payments	Card payment processing fees
	£32.09	Global Payments	Card payment processing fees
	£1420.52	SSE	Gas Community Centre
	£20.63	SSE	Strand Wharf electricity
	£62.77	SSE	Skate Park electricity
	£736.34	SSE	Community Centre electricity
	£992.18	British Telecom	Phones and broadband fees
	£316.80	CF Corporate Finance	Software lease
	£442.80	CF Corporate Finance	Photocopier lease
	£183.66	Biffa Environmental	Waste collection Community Centre
	£100.07	Biffa Environmental	Waste collection Skate Park
	£12.00	British Telecom	Mobile broadband
	£810.00	Southend BC	Business rates Community Centre
	£12.00	Retail Funding Ltd	Card machine fees
	£381.09	HMRC	VAT
	£315.36	DOTS	IT Support and photocopying
	£351.41	Wave	Water Community Centre
	£6.00	Paynetworx	Virtual terminal fee
	£23.29	SSE	Electricity Skate Park
	£691.84	SSE	Electricity Community Centre
	£200.00	FP Mailing	Postage

[Agenda](#)



*“supporting 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.”*

Over the year the Town Clerk had been making a list of items mentioned by Councillors, residents and Borough Councillors. Each one was discussed:

1. Skate Park & Library Garden bins – to be effective, these need to be fire retardant and fixed to the ground. The Town Clerk has found a product that is fire retardant, can be fixed to hard or soft ground and offers recycling capabilities. It also comes with a cigarette and chewing gum disposal areas. Cost is £449 per bin. At the skate park, LTC are responsible for waste collection and in Library Gardens, SBC Parks dept. who are supportive of this.

**RECOMMEND TO COUNCIL THAT FOUR BINS ARE PURCHASED – 2 FOR LIBRARY GARDENS, 2 FOR SKATEPARK**

2. Basket Ball hoop – this was mentioned by Cllr Aylen for Bonchurch Park. Permission from SBC would be required. Would also be recommended that consultation with residents takes place. Cost is approximately £1500 plus installation

**FELT APPROPRIATE THAT A ‘FRIENDS OF’ GROUP BE FORMED FIRST BEFORE THIS IS CONSIDERED**

3. Cycle track extension – another request from Cllr Aylen. Would need to be a SBC project with CIL funding from LTC. Cost unknown but believed substantial to incorporate within Bonchurch Park

**THIS IS MORE A BOROUGH WIDE PROJECT AND THE COST IS TOO PROHIBITIVE FOR LEIGH TOWN COUNCIL**

4. Water refill stations or water fountains – the water station in the Community centre has now been registered as part of the nation refill scheme. Residents have suggested other stations e.g. Strand Wharf, top of church steps. The Town Clerk made contact with Essex & Suffolk water and they are not providing any new stations now but would be as supportive as possible. Cost depends on product chosen and if heritage in style. Modern outdoor fountains/refill stations start from £300 whereas heritage styles can go up to £3,000.

**A FUTURE PROJECT FOR LIBRARY GARDENS WHEN THE SHED IS REFURBISHED. THE TOWN CLERK IS TO SPEAK WITH BOROUGH OFFICER TO ASCERTAIN VIABILITY.**

5. Park & Ride Saturday service and event days – remains on the list from 2018. Would require partnership working with various parties and significant ongoing cost.

**NOT FEASIBLE AT THIS TIME**

6. See saw play equipment for Library Gdns – request from Cllr C Mulroney at SBC. Cost is £3,500. Would maintain Council's commitment to the play area and the library gardens generally. LTC paid for some of the equipment originally.

**RECOMMEND TO COUNCIL THAT A SEE SAW IS PURCHASED**

7. Speed Detection devices – put on the list in consideration of all the comments made by residents to speeding in the area. Would need to be approved by SBC. Prices from £1500

**OTHER TRAFFIC CALMING MEASURES ARE CURRENTLY BEING CONSIDERED BY THE BOROUGH IN AREAS OF LEIGH. FELT APPROPRIATE TO AWAIT NOTICE OF THESE.**

8. Other suggestions – Councillors are welcome to submit other suggestions

**AN AIR MONITORING KIT WAS SUGGESTED FOR INSTALLATION BY WEST LEIGH SCHOOLS AND CHALKWELL SCHOOLS. CLLR C MULRONEY WILL INVESTIGATE**

**INSTALLATION OF PLANTERS ON THE WIDE PAVEMENT AREA NEAR THAMES DRIVE WAS SUGGESTED. THE TOWN CLERK WILL ARRANGE A MEETING WITH A BOROUGH OFFICER TO DISCUSS THIS ALONG WITH ITEM 4.**

[Agenda](#)



# Leigh-on-Sea Town Council

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Chairman: Cllr Jill Healey  
Vice-Chairman: Cllr Vivien Rosier  
Town Clerk: Helen Symmons PSLCC

## Spatial Plan PDG Report

Report 2722/HS

### **27<sup>th</sup> August 2019 – Cllrs Cracknell, Healey, C Mulroney and Rosier were present**

Minute 56/Full Council 16-07-19 resolved that a PDG meeting be held to discuss delivery of the Spatial Plan.

Those attending the meeting recognised that a major part of delivery will be close partnership working with a variety of organisations. Each proposal section was therefore looked at in turn to establish what should be considered in the short term.

### Movement Proposals

An invitation will be sent to SBC Cllr Ron Woodley, Cabinet Member for Transport, Capital & Inward Investment to discuss the proposals within the Final Report.

The Group discussed Movement item 7 in depth (Investing in the Cinder Path). This is a complicated and long term proposal but the Group liked the Town Clerk's suggestion of a LTC task force team that could at least assist with keeping the path and other areas of the town weed and litter free. The Town Clerk will make contact with the appropriate officer at the Borough to enquire further as to whether this is a possibility.

### Public Realm and Townscape

The Town Clerk advised that the Leigh Partnership Group are currently working with SBC on improved wayfinding and signage around the town.

Cllr C Mulroney advised that NTFLAG have funding for 3 information boards for the Old Town.

### Activities and Uses

Proposal 11 is linked to Movement Proposals.

Cllr C Mulroney advised that NTFLAG is already looking at Proposal 12 (Extend Cockle Wharf to create more space for boats to land).

The group felt that the restrictions on Strand Wharf are not prohibitive at present although the Town Clerk was asked to look at increasing the user charge.

The group felt that if Proposal 12 could be achieved, then this would improve safety on Bell Wharf (Proposal 14). Officers at SBC are aware of the current issues in high season.

Proposal 15 is linked to Movement Proposals.

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