



Leigh-on-Sea Town Council



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

Chairman: Cllr Carole Mulrone

Town Clerk: Paul Beckerson (Helen Symmons – Acting)

MINUTES OF A MEETING OF COMMUNITY FACILITIES COMMITTEE
HELD ON 7TH FEBRUARY 2017
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Valerie Morgan, Declan Mulrone, Ron Owen, and Helen Robertson

In attendance: Cllrs: Patrick Fox (from minute 75), Donald Fraser and Jill Healey also Helen Symmons (Town Clerk – Acting) and one member of the public

The meeting opened 7.30pm

69. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and reminded members to use the conference system when speaking.

70. APOLOGIES FOR ABSENCE

There were none

71. DECLARATION OF MEMBERS' INTERESTS

Cllr Carole Mulrone declared a non-pecuniary interest in Minute 19 of the Leisure Development Sub-Committee 6th February 2017, knowing the two people who had written to the Council in relation to the consultation.

72. APPROVAL OF MINUTES OF THE MEETING OF 6th DECEMBER 2016

The minutes of the meeting of 6th December 2016 were agreed and signed by the Chairman.

73. PUBLIC REPRESENTATIONS

There were none.

COMMUNITY FACILITIES

74. LEISURE DEVELOPMENT SUB-COMMITTEE MINUTES 5TH DECEMBER

The Committee **noted** the minutes

75. LEISURE DEVELOPMENT SUB-COMMITTEE MINUTES 6TH FEBRUARY 2017 (Agenda Item 7)

These were presented to the Committee, the meeting being held the previous evening (Appendix 1). It was noted disappointingly that the skating fraternity had not responded to the consultation. It was also highlighted that Southend Borough Council are incorporating a skate park as part of the Queensway Development.

The Committee **RESOLVED** the recommendation from the Sub-Committee to hire a mini bus to enable a research field trip. A date is to be decided and itinerary arranged by the Chairman and Vice-Chairman of the Sub-Committee. Following the field trip a further Sub-Committee meeting will be arranged.

The Committee **RESOLVED** the recommendation of the Sub-Committee to proceed with the skate park repairs.

76. SKATE PARK GRASS CUTTING (Agenda Item 8)

The Committee **RESOLVED** to proceed with the quotation for the grass cutting.

COMMUNITY CENTRE

77. ART GROUP REPORT (Agenda Item 9)

Cllr Rosier presented the report and the Committee **RESOLVED** the Terms and Conditions subject to a few amendments to the terminology which the Acting Town Clerk noted.

Following a discussion and proposal (Cllr Herbert, seconded Cllr Rosier) the Committee **RESOLVED** to approve a budget of £1,000 from LCC Infrastructure for the Facilities Manager in consultation with Cllr Rosier to implement a hanging system for the Art Wall.

78. COMMUNITY CENTRE ADMINISTRATOR'S REPORT

The Committee **NOTED** the report.

79. FACILITY MANAGER'S REPORT (Agenda Item 11)

Following discussion, the Committee **RESOLVED** to set a budget of £3,500 from LCC Infrastructure giving authority for the Acting Town Clerk in consultation with the Chairman to purchase a commercial oven for the kitchen.

The Committee **RESOLVED** the purchase of an extractor fan as per the recommendation

80. LORNA AND LOTTIE'S REPORT

The Acting Town Clerk reported verbally that the café has turned a corner and with the exception of the school summer holidays are now in profit ongoing. The café employs 11 part time staff, is open 42 hours per week and are developing the in-house catering ability for both weddings and parties. The bar works in unison with the café and bar commissions are going up as business increases. Provisional year-end figures indicate that the Council will receive a Licensee commission from the café.

The Committee requested that the Acting Town Clerk speak to the Licensee to publicise such a good news story.

The Committee **RESOLVED** that the Acting Town Clerk be authorised to undertake the renewal of the Licence in consultation with the Chairman and following a review with the Licensee.

81. COMMUNITY CENTRE SUB-COMMITTEE

The Committee discussed how the maintenance and embellishment project may proceed and **RESOLVED** to set a meeting date for Wednesday 29th March at 2 p.m.

FINANCIAL

82. COMMITTEE BUDGET REPORT

The Committee **NOTED** the report

83. YEAR END UNDERSPENDS AND VIREMENTS (Agenda Item 15)

The Committee **RESOLVED** to vire £1,484.43 from the Strand Wharf Cleaning Budget to Strand Wharf Capital Budget and **RESOLVED** the Earmarked Reserves as per the Acting Town Clerk's recommendations.

The meeting closed at 8.25 p.m.



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Town Clerk: Paul Beckerson (Helen Symmons – Acting)

MINUTES OF THE MEETING OF THE LEISURE DEVELOPMENT SUB-COMMITTEE
HELD AT 7.30PM ON MONDAY 6TH FEBRUARY 2017
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Ron Owen (Chairman), Valerie Morgan, Caroline Parker (from minute 20 until 8.50 p.m.) and co-opted member Steve Hodder

Also in attendance: Cllr Richard Herbert and Helen Symmons (Town Clerk - Acting)

The meeting opened at 7.36 pm

15. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members and made introductions to Cllr Herbert.

16. APOLOGIES FOR ABSENCE

Cllr Carole Mulroney

17. DECLARATIONS OF MEMBERS' INTERESTS

There were none

18. APPROVAL OF MINUTES OF THE MEETING OF 5th DECEMBER 2016

The minutes of the meeting of 5th December 2016 were agreed and signed by the Chairman as a true and accurate record.

19. CONSULTATION

The results and lack of significant response were not encouraging but it was recognised that consultation is always a difficult process. The next consultation should include a focussed idea of what it is LTC are wishing to provide and then ask the question of the community of whether they want it to happen.

The Sub-Committee **RECOMMEND TO CFC** that the Committee approve the hire of a mini bus from the skate park budget to enable a research field trip around other similar development scenarios and skate parks to establish what will work best given the landscape and topology restrictions.

20. REPORT FROM CO-OPTED MEMBERS RE GOVERNANCE

Advice was received from SAVS but the co-opted members have yet to consider a form of governance as yet.

21. REPORT ON SURVEY

The report was **NOTED**. Any development would have to be on top of the land and the project would be restricted to a simple natural design working with the land. It was recognised that it would be beneficial to meet with the appropriate Officers at the Borough Council in due course.

22. REPORT ON BINS

Information is being composed.

23. ANNUAL INSPECTION REPORT

The Town Clerk (Acting) presented a report from a skate park company following a comprehensive site meeting. After discussion it was recognised that whilst the Sub-committee have to look at the the project as a whole, it can definitely be completed in stages and at the present time the focus should be on the skate park with research continuing into the other leisure area. For the time being, the basketball court/5-a-side pitch should remain adjacent to the skate park.

The Sub-Committee **RECOMMEND TO CFC** that the Committee approve the repairs to the skate park as per the report at a cost of £695 from the skate park maintenance budget.

The Town Clerk (Acting) is to make enquiries with regards to extending the lease area to the west of the existing skate park.

Skate park designs are to be investigated by the Town Clerk (Acting) and co-opted members based on the following 3 options investigating funding potential from the companies at the same time:

- a. Using the existing skate park area up to the basketball court/5-a-side pitch
- b. Using the area as per option (a) plus an extension to the west (if a lease could be obtained in good time)
- c. Using the area as per option (a) but considering whether anything can be saved from the existing design to be incorporated.

The meeting closed at 8.55 pm

A further meeting date will be arranged at CFC meeting 7th February 2017 following presentation of these minutes at Agenda item 7