



# Leigh-on-Sea Town Council

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

## MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 21<sup>ST</sup> NOVEMBER 2017 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jane Ward (Chairman), Mark Bromfield, Anita Forde, Patrick Fox, Donald Fraser, Jill Healey, Richard Herbert, Fr. Clive Hillman, Valerie Morgan, Carole Mulroney, Declan Mulroney, Ron Owen and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk)

### MINUTES

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

#### 71. CHAIRMAN'S OPENING REMARKS

The Chairman announced that a Strategic Plan workshop would take place on Saturday 20<sup>th</sup> January 2018 with the intention of this being the only workshop to create the Council's four year Plan and hopefully the accompanying Action Plans too. She hoped as many Councillors as possible would be able to attend. The Town Clerk will send out details. The Remembrance Services in Southend and Leigh were attended by many Leigh Councillors. Sir David Amess had sent belated congratulations to both the Chairman and Vice Chairman on their positions. A reply had now been received from Southend Borough Council with regard to the request of a representative visit at the official consultation stage of the SBC catchment school issue. The Borough hoped we would respond but no visit would be forthcoming. Finally several Councillors had attended the N-Act performance of 'Keep Yourself Safe Online'. This project was a recipient of a Grant Aid Award and the Chairman reported that it was a very good performance and is currently touring senior schools.

#### 72. APOLOGIES FOR ABSENCE

Cllr Caroline Parker.

#### 73. DECLARATION OF MEMBERS' INTERESTS

***There were none.***

#### 74. APPROVAL OF THE MINUTES OF THE MEETING OF 19<sup>TH</sup> SEPTEMBER 2017

The minutes of the meeting 19<sup>th</sup> September 2017 were agreed and signed by the Chairman as a true and accurate record.

#### 75. PUBLIC REPRESENTATIONS

There were none.

#### 76. SOUTHEND BOROUGH COUNCIL

Cllr Carole Mulroney as a Borough Councillor reported that the refurbishment of Belton Hill steps would be commencing in the first quarter of 2018.

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

There were none

COMMITTEES
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78. COMMITTEES

To receive Minutes of Committees and Report 2665/Payments List

- a) Planning, Highways & Licensing Committee – Cllr Healey presented the minutes of 26<sup>th</sup> September, 10<sup>th</sup> October, 23<sup>rd</sup> October and 14<sup>th</sup> November 2017.

There were no recommendations to Council from the minutes.  
In relation to minute 153 it was clarified that planning breaches are not illegal.

- b) Community Facilities Committee – Cllr C Mulroney presented the minutes of 3<sup>rd</sup> October 2017

There were no recommendations to Council from the minutes.

Cllr Mulroney reported on the recent PDG meeting and explained how the next one after CF meeting 5<sup>th</sup> December would proceed. Councillors were reminded to submit any further Community Centre ideas to the Town Clerk so they could be reviewed by all prior to the meeting. The most potentially interesting proposals would then be submitted to Johnson Gillies following the meeting to establish viability and costs.

- c) Environment & Leisure Committee – Cllr Morgan presented the minutes of 17<sup>th</sup> October 2017.

There were no recommendations to Council.

- d) Policy & Resources Committee – Cllr Herbert presented the minutes of 7<sup>th</sup> November 2017 excluding minute 46, 47 and 58.

Councillors were reminded of the PDG meeting 14<sup>th</sup> December to discuss the LTC magazine review and Community Infrastructure Levy ideas.

A question was raised in relation to minute 49 regarding the Neighbourhood Plan and whether it was pertinent following the LTC news article and recent Leigh Times magazine article mentioning the NHP to send a letter to the Leigh Times to update residents with the fact that progress could not be made until the Borough's Local Plan emerged. The Town Clerk advised that a letter was being written to Cllr Flewitt at Southend Borough Council being the Executive Councillor for Housing, Planning and Sustainability asking whether Leigh Town Council can have early involvement in the Local Plan. The Chairman of Council and Chairman of P&R felt a letter was not necessary to the Leigh Times as the NHP had not been abandoned.

**RECOMMENDATIONS TO COUNCIL:**

- Minute 46 – Statement of Intent Community Engagement – See Minute 72
- Minute 47 – Lone Worker Policy – See Minute 73
- Minute 58 – Approve Expenditure (Report 2665/Payments list)

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

DECISION ITEMS

79. STATEMENT OF INTENT COMMUNITY ENGAGEMENT – **Agenda item 9**

The Council **RESOLVED** to adopt the Statement with the next review date of November 2021

80. LONE WORKER POLICY – **Agenda item 10**

The Council **RESOLVED** to adopt the policy with the next review date of November 2020.

CONSULTATIONS

81. AIR QUALITY AREA ACTION PLAN – **Agenda item 11**

Following various discussion, Council **RESPONDED** to the consultation which the Town Clerk will submit.

82. AMBITION SOUTHEND, A SKILLS AND LABOUR MARKET STRATEGY – **Agenda item 12**

Following various discussion Council **RESOLVED** that the consultation response will be undertaken by those members attending the P&R PDG meeting 14<sup>th</sup> December.

83. ADMISSION AND CATCHMENT ARRANGEMENT FROM SEPTEMBER 2019 – **Agenda item 13**

It was noted that the proposal was based on the worst case scenario that might happen with regard to school places. The Council felt the style of the consultation response as individual questionnaires per school was a difficult one and did not permit a response to the complete picture. Leigh Town Council has a duty to respond on behalf of the whole town where many community boundaries corresponding with the existing catchment areas have been in existence and linked historically to ecclesiastical boundaries within the town. It was recognised that cross boundary negotiations need to be considered as there still remains uncertainty once places in all the schools are filled. The Council is very aware that funding is not available to build a new school or remodel the older schools but this would be ideal and would avoid future issues that will surely arise with ongoing residential development in the affected areas.

Council will **RESPOND** to the consultation in letter format which will be drafted by the Chairman and two other Councillors but will be sent to remaining Councillors for comments prior to submission.

Members were reminded that they are able to complete the consultation as individuals and to encourage others to do so to even if they do not have school age children.

84. FORMAL CONSULTATION ON ADMISSION ARRANGEMENTS FOR SEPTEMBER 2019 – BELFAIRS ACADEMY – **Agenda item 14**

No comments or observations from Council were forthcoming and therefore the arrangements were **NOTED** including the admission criteria of pupils of staff.

FOR NOTING

85. TOWN CLERK'S REPORT

The Council **NOTED** the report and made comment on code changes being very important to handle bullying nationwide and across the board by Councillors. The Chairman expressed that the potential for anyone in a position of power or perceived power to bully colleagues, be they Councillors or staff is not unique to Councillors alone. Abuse can be found in all situations where people are vulnerable. Councillors are as vulnerable as staff. To state this issue as one sided, avoids addressing a culture where it is allowed to thrive.

The consultation process with regard to access to funds was also of interest.

86. COUNCIL VACANCY

The Town Clerk was able to inform Councillors that to date, 3 candidates had express an interest in being considered with another enquiry made that day. An Extra Ordinary Council meeting will be held Tuesday 19<sup>th</sup> December at 7 pm to follow the Council's Co-option procedure. The Town Clerk will advise candidates.

87. INTERNAL AUDIT REPORT 2017-18 (INTERIM)

The Council **NOTED** the report and congratulated the Town Clerk and staff.

88. LOCAL COUNCIL AWARDS

The Town Clerk advised Council that a response had been received from the Borough. As Council wished the award to be recognised to a wider circle, the Town Clerk will liaise with EALC and SBC to attend one of their Council meetings.

***The meeting closed at 8.52 pm***