



Leigh-on-Sea Town Council



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Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson (Helen Symmons – Acting)

Notice is hereby given of a meeting of the **CFC Sub-Committee** of the Leigh-on-Sea Town Council will take place on **Wednesday 29th March 2017, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea at 2.00 pm**, when it is hoped to transact the following business:

AGENDA

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE-CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. DECLARATION OF MEMBERS' INTERESTS
5. OBJECTIVE OF THE MEETING

To further develop the proposed repair/refurbishment project of Leigh Community Centre.

6. BACKGROUND INFORMATION

A condition survey report of Leigh Community Centre was undertaken in December 2014. Various working parties and PDGs were set up but without any substantial progress but an idea had formulated for a major refurbishment project. In February 2016 it was recorded that early input of professional advice would be highly desirable, a business plan was being updated and simple outline drawings of options were being prepared 'in house'. To assist with this CFC approved £5,000 for a professional feasibility assessment and initial costing. This remains an Earmarked reserve. It was recognised that without a Council decision, the preparation of a business plan was not viable. No record can be found of the 'in house' drawings.

For a variety of factors, no further progress was made in 2016 but this should now be addressed.

To allow Sub-Committee members to prepare for the meeting, a summary of the conditions survey report relevant to the present running of the Centre along with an operational risk assessment will be provided in advance of the meeting.

7. OPTIONS TO CONSIDER

- Repair programme
- Non-structural refurbishment
- Structural refurbishment
- Combination of programmes

Decision making guidance

- a. Establish fully the reasoning behind any structural refurbishment project to the Community Centre:
 - Risk Assessment / Pros & Cons.
 - Reasons and evidence behind making a decision in respect of any part of a proposed refurbishment.

- b. Justify without doubt the reasons for refurbishment with significant financial implications:
 - Implications for future Council life
 - Profile effect
 - Economic climate
 - Funding sources

- c. Justify a time frame if delaying any part of a repair programme due to a refurbishment decision where that repair should be addressed within a time scale:
 - Effect on the Centre's business and image
 - Risk Assessment



Helen Symmons
Town Clerk - Acting
24th March 2017

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