



Leigh-on-Sea Town Council



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

Notice is hereby given of a meeting of the **LCC Sub-Committee** of the Leigh-on-Sea Town Council which will take place on **Wednesday 10th January 2017, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea at 4.00 pm**, when it is hoped to transact the following business:

AGENDA

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING 18TH JULY 2017
5. CFC PDG – LCC REFURBISHMENT AND REPAIR

Two PDG meetings have taken place with the first meeting reported at CFC 5th December 2017. The second meeting is reported below:

REPORT 2671/HS

CFC PDG – LCC refurbishment and repair

5th December 2017

Present: Cllrs: Carole Mulroney (Chairman), Jill Healey, Richard Herbert, Valerie Morgan, Declan Mulroney, Ron Owen, Vivien Rosier and Jane Ward

Also: Helen Symmons (Town Clerk) and Graham Davison (Facilities Manager)

The meeting opened 8.25 pm

All options were discussed in great detail with all members present being allowed to raise their points. The group agreed on areas of common agreement and recognised that adjustments and alterations to plans would be made along the way.

A project plan would be established in due course but too early in the process for this to be implemented now as it was felt a few more stages needed to occur.

The group agreed to recommend to LCC Sub-Committee that they continue with the Johnson Gillies design as the preferred option but with amendments along the way. It was further agreed to recommend to LCC Sub-Committee that Johnson Gillies be instructed to undertake a measured survey after which the next stage to be considered.

The meeting closed 9.50 pm

The Sub-Committee are therefore asked to **CONSIDER THE RECOMMENDATIONS** made by the group to the Sub-Committee. In this respect, two quotes have been received with regard to a measured survey, processed through Johnson Gillies. The quote for £3,110 + VAT is suggested as the preferred option (other quote £3,750 + VAT) and we would receive:

- Survey and production of floor plan drawing(s) produced for ground, first, attic and boiler room
- Survey and production of roof plan drawing to illustrate roof layout. Dimensions will be taken internally depending on access
- Survey and production of section drawing(s) – 1 long and 1 wide
- Survey and production of elevation drawing(s) of the Community Centre. Front, left hand side and rear.
- Topographical survey to pick up all details as advised

It is estimated that 7 site hours are required with access to all rooms/areas and turnaround would be 14 days.

Should the Sub-Committee wish to recommend to CFC to undertake a measured survey as the next step in aiding a project decision then there is sufficient funds available in the Internal and External Maintenance budgets.



Helen Symmons
Town Clerk
4th January 2018

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