

**HARWICH TOWN COUNCIL**  
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**MINUTES of the Meeting of the HARWICH TOWN COUNCIL**  
 held at  
**The 1912 Centre, Cow Lane, Harwich**  
 on **Wednesday 8<sup>th</sup> April 2015 at 7.06pm**

<b>Present:</b>	<b>Councillors Brown, Calver, Day, Flavell, Fowler, I Henderson (from 7.35pm), J Henderson, King, McLeod, Morrison, C Powell, and F Powell</b>
<b>In the Chair:</b>	<b>Councillor Todd</b>
<b>Clerk:</b>	<b>Mrs Lucy Ballard</b>
<b>Also present:</b>	<b>6 members of the public, 1 member of the press, Sheila Davis from Dementia Friends, and Taylor Whigham from Young Essex Assembly.</b>

<b>165/14</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllr Nicholson, Thompson, and Thurlow
<b>166/14</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> None
<b>167/14</b>	<b><u>PUBLIC QUESTIONS</u></b> <p>Betty Holbrook referred to the Putting green refurbishment and asked what will happen to the Petanque that Cllr Double had put in which cost £10k? Cllr Calver confirmed it cost £4k and it didn't cost Harwich town anything. He further confirmed there is an ongoing project with proposals to enhance the facilities on site once the infrastructure is in place. Details will be decided by the next council.</p> <p>Shirley Warner asked about the former Bernards site in relation to the access of water into Cox's pond. Currently the water runs off into the pond, which is needed in the summer but once emptied last year, Anglia Water wouldn't refill it. There was a standpipe put in but that was also removed last year. There is a probable leak in the base which was remedied a few years back but has likely returned. It needs looking at as well as a way to refill the pond easily.</p> <p>Cllr Flavell confirmed that it was envisaged that works of this nature would be carried out using s106 monies from build of the flats on the former primary school site, and included a permanent water solution for the pond. It's a wish list at present but hopefully will be carried forward by the next administration.</p>
<b>168/14</b>	<b><u>MAYOR'S ANNOUNCEMENTS</u></b> The Mayor gave an account of some of his engagements since the last meeting, which included hosting a reception to recognise 10 years of collaborative working with our Honorary Archivists; Opening the School House Nursery at

	<p>Spring Meadow School; attending a Mad Hatters Tea Party at Lime Court, a reception at the Pier Hotel ahead of a showing of Swan Lake at the Electric Palace; the Harwich Society Social Group Fish &amp; Chip supper, the Mayflower Project's auction evening; a Meet and greet with the Mayor and consort of Boston (Lincs) and representative of Fred Olsen Cruise Lines before taking a tour of the Mayflower Project and historic Harwich, with lunch courtesy of the Pier Hotel; and attending a celebration of 10 years of the RBL Brass Band Music School at Kingsway Hall.</p>
169/14	<p><b><u>DEMENTIA FRIENDS</u></b></p> <p>Sheila Davis gave a presentation to members about the Dementia Friends (DF) programme and handed out a copy of her presentation to members. DF is a volunteer programme originally developed by the Government, but this ended at the beginning of the month and The Alzheimer's Society want to take this forward. DF aims to improve the understanding of dementia and making a difference by inspiring, training and educating people in order to become a dementia friendly community; as well as making everyday life easier for those with the illness and reducing the stigma surrounding dementia. The programme is about assisting people and building a network of volunteers in the community. 1 in 14 over 65 will have dementia and this risk increases with age. Tendring have a high number of elderly residents and therefore a higher than average number of those with dementia. By 2051 there will be more than 2 million people in the UK with the illness. The illness affects communication and leads to isolation and loneliness. Memory loss is also common as is communication. To become a Dementia Friend, the process commences with an information session either face-to-face, which lasts about an hour, or by signing up online. The Champions are volunteers, not experts. They attend training sessions to be knowledgeable about raising awareness. They will hold sessions in the workplace, and some local banks have had training so they have a greater awareness and a better understanding of the issues surrounding dementia which may assist them when dealing with any customers with the illness. Dementia sufferers do not wish to be seen as suffering and would rather be viewed as someone living with dementia. Social media can play a part in spreading the word and changing the views of people. Sheila said members could become involved, individually or as a council, or perhaps support a session within the town, or if members are associated with any other organisations. More info can be found at <a href="http://www.dementiafriends.org.uk">www.dementiafriends.org.uk</a>.</p> <p>Cllr McLeod referred to the Older People's Forum and said Alzheimers is represented there and it had been suggested to them about the possibility of joining with another group such as the Stroke Club.</p>
170/14	<p><b><u>YOUNG ESSEX ASSEMBLY AND THE UK YOUTH PARLIAMENT</u></b></p> <p>Taylor Whigam gave a presentation to members about the work of the Young Essex Assembly (YEA) and her role on the UK Youth Parliament (UKYP). In October she applied for the YEA and won with over 1000 votes. She now represents Harwich and Tendring. She then got put forward for UKYP and won that and has her first residential event this weekend. She is representing the younger element of the community and needs suggestion for areas for improvements in the locality for the benefit of youths. She has conducted questionnaire amongst the younger members of the community and found the youth centre at the Mayflower School came up as an issue but people unsure whether this is still open. Teenagers want somewhere to go. Cllr Calver asked if youth shelters work? Cllr Todd confirmed that at a recent Crime Prevention Panel (CPP) meeting youth shelters were discussed with a view to erecting one</p>

	<p>in the locality in the future after consulting with the schools. Cllr I Henderson said there is VIBE at the Mayflower School and members of Teen Talk are involved with that. He further confirmed that the real problem in Essex, due to the austerity measures, is a lot of youth support teams have been cut and are now being run by volunteers (Community Builders) but these volunteers need to be available to keep the services operating. The Youth Strategy Group said it was the cost of sport that was a real issue as well as transport issues, which cause restrictions. Youth support is definitely needed.</p> <p>Cllr McLeod suggested contacting Linda Clements from the CPP.</p> <p>Taylor confirmed the time-frame for suggestions was roughly 3 weeks, and Cllr Calver suggested that if HTC were to receive feedback from the younger members of the community, the council could see how it could help. Cllr J Henderson suggested contacting Teen Talk. Cllr Brown said there is a youth worker through the churches but they are spread across the locality and will check with Rev. Peter Mann.</p> <p>Cllr I Henderson congratulated Taylor for her achievements so far. He felt there was a lack of careers advice, which has now fallen on the schools to provide. Taylor said careers evenings are held but they are not promoted enough.</p>
171/14	<p><b><u>MINUTES OF THE LAST MEETING</u></b></p> <p><b>RESOLVED:</b> That the Minutes of the meeting of the Town Council held on 25<sup>th</sup> February 2015 (previously circulated) be approved by the Chairman and signed as a true record.</p> <p><b>FURTHER RESOLVED:</b> That the Minutes and Confidential Minutes of the Extraordinary meeting of the Town Council held on 5<sup>th</sup> March 2015 (previously circulated) be approved by the Chairman and signed as a true record.</p>
172/14	<p><b><u>MATTERS ARISING FROM THE MINUTES</u></b></p> <ul style="list-style-type: none"> <li>• <b>MIN 156/14</b> . Members noted a response from HSBC in relation to the recent closure of the Harwich branch.</li> <li>• <b>MIN 159/14</b> . Members noted responses from Cllr R Callendar, the North Essex Parking Partnership (NEPP) and Tendring District Council (TDC) in relation to the placement of no parking cones along Highfield Avenue.</li> </ul>
173/14	<p><b><u>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETINGS</u></b></p> <p>None</p>
174/14	<p><b><u>PUTTING GREEN IMPROVEMENTS PROJECT</u></b></p> <p><b>RESOLVED:</b> to agree to front-fund up to an additional £8k for a Putting Green Improvements project, conditional upon TDC confirming that S106 monies are available to reimburse the cost. Cllr McLeod referred to the great work carried out by all involved in the proposals and in bringing this project to fruition. Cllr C Powell thanked the working party and the council and confirmed works will commence 13<sup>th</sup> April. Cllr Calver thanked HTC staff for their hard work also.</p>
175/14	<p><b><u>HARWICH MAYFLOWER PROJECT</u></b></p> <p>~ Members considered a request from the Mayflower project to support their intention to create a celebration/memorial garden for the pilgrims who travelled to the US on the Mayflower. Cllr Todd said the intention was to plant 102 roses; one for each of the pilgrims surrounded by a wicket fence. Also to place plaques with the names of the descendants on. Cllr I Henderson said he had met with the Mayflower Project and officers of TDC to establish what to do with the site as they had not yet obtained any permissions for specific works. It was suggested as a celebration garden back then. They now need to obtain</p>

	<p>permissions to establish what they can actually do then come up with a scheme of works.</p> <p><b>RESOLVED:</b> To send a letter of support.</p> <p>~ Members considered a request from the Mayflower project to support their hosting of a Mayflower 400 meeting to discuss preparations for the 400<sup>th</sup> anniversary, on 30<sup>th</sup> April. Cllr Calver referred to when Tom Daly gave a presentation to council on the project and suggested we write to them and ask for a future presentation to update us on where they are now. Cllr I Henderson suggested a small reception at the Guildhall on 30<sup>th</sup> for the members attending the meeting.</p> <p><b>RESOLVED:</b> To invite the Mayflower to a reception to offer our support.</p>
176/14	<p><b><u>INCLUSION QUALITY MARK</u></b></p> <p>Members considered ways in which they could recognise and congratulate All Saints CofE School Dovercourt for being re-awarded the prestigious Inclusion Quality Mark. The award demonstrates that the school meets various benchmarks to enhance the students learning. (get info from MF). Cllr F Powell confirmed School council is made up of 2 pupils from each class.</p> <p><b>RESOLVED:</b> To send a letter of congratulations to All Saints School</p>
177/14	<p><b><u>HTC EMERGENCY PLAN</u></b></p> <p>Following minor amendments to the plan. Cllr Calver thanked both members and the Asst. Clerk who have put much hard work into the preparation of the Emergency plan and the recent amendments.</p> <p><b>RESOLVED:</b> To adopt the plan for Harwich Town Council.</p>
178/14	<p><b><u>FORMER BERNARDS SITE</u></b></p> <p>Members discussed and clarified the criteria that will be used for housing allocation for the proposed former Bernards Site following a recent press report, which caused much unnecessary concern about the proposed developments and claiming the flats were earmarked for those on benefits. Cllr I Henderson wrote to the officer at TDC responsible for the allocation of housing on the site and read aloud his reply.</p> <p>Cllr Calver proposed that we write back to the officer thanking him for his frank and unequivocal response.</p>
179/14	<p><b><u>www.WOMMPOMM.COM</u></b></p> <p>Members considered a request to use the Harwich Town Council Coat of Arms on the above website. Cllr Fowler confirmed HTC would have no control over the content on the site and proposed refusal.</p> <p><b>RESOLVED:</b> To decline the request based on HTC having no control over the content on the site.</p>
180/14	<p><b><u>HARWICH COMMUNITY MENTAL HEALTH TEAM</u></b></p> <p>Members discussed concerns over the future service to be provided by the local CMHT. Cllr Fowler referred to a recent press article in which it was claimed that the service was not closing. Subsequently a resident has forwarded a letter received, from Harwich CMHT, that they are unsure of the future of the service. Cllr Fowler proposed HTC seek clarification on behalf of the town from the Clinical Commissioning Group as to what the situation is regarding the future of mental health services in the town.</p> <p><b>RESOLVED:</b> To send a letter to the CCG to seek clarification on the future of mental health services in Harwich.</p>

181/14	<p><b>REGULAR PAYMENTS</b>  <b>RESOLVED:</b> To authorise the payments in Appendix A for the Financial Year, subject to Financial Regulation 4.1 (Budgetary Control)  <b>FURTHER RESOLVED:</b> To approve the use of variable Direct Debits where applicable.</p>
182/14	<p><b>INTERNAL AUDITOR</b>  <b>RESOLVED:</b> To appoint Mr Ron Laurie as the Council's Internal Auditor for the 2015-16 Financial Year.</p>
183/14	<p><b>KITCHEN WORKS</b>  Cllr Day referred to this as part of the improvements works to the Guildhall.  <b>RESOLVED:</b> To authorise expenditure up to £1000 for the purchase of a new kitchen unit and sink following the removal of the existing unit and sink to facilitate the new pipe work needed for the new boiler and flue.</p>
184/14	<p><b>MINUTES OF THE LAST ALLOTMENTS COMMITTEE MEETING</b>  <b>RESOLVED:</b> that the Minutes of the meeting of the Allotments Committee held on 19<sup>th</sup> February 2015 (previously circulated) be received.  Cllr McLeod wished to thank the Asst. Clerk for her hard work throughout the year.</p>
185/14	<p><b>MINUTES OF THE LAST ENVIRONMENT &amp; COMMUNITY COMMITTEE MEETING</b>  <b>RESOLVED:</b> that the Minutes of the meeting of the Environment &amp; Community Committee held on 10<sup>th</sup> March 2015 (previously circulated) be received.  Members talked a lot of the Disused Train Ferry Terminal and the lack of interest in seeing it restored.  Cllr I Henderson confirmed the Local Highways Panel recently met and informed members of the progress of projects put to the panel. The new zebra crossing works will commence straight after Easter and are due to be completed by the start of the summer tourist season. The junction at the bottom of George Street was discussed and they intend to repaint the lines as well as install an illuminated Give Way sign. The issue of HGVs on Williamsburg Avenue is in validation presently. 20mph speed limits should be coming into effect very soon. There is also a project in the pipeline for a gated Welcome to Harwich sign with the speed limit on it.  A traffic survey has been conducted at the top end of Parkeston Road and the results were known in December but it's still in validation  The Chairman thanked the committee and Asst. Clerk for their hard work over the year.</p>
186/14	<p><b>MINUTES OF THE LAST FINANCE &amp; GENERAL PURPOSES COMMITTEE MEETING</b>  <b>RESOLVED:</b> that the Minutes and Confidential Minutes of the meeting of the Finance &amp; General Purposes Committee held on 31<sup>st</sup> March 2015 (previously circulated) be received.  <b>FURTHER RESOLVED:</b> To accept the recommendations of the F&amp;GP Committee in respect of granting funds to:  The Harwich Society (Harwich in Bloom) but from the Economic Development budget  Harwich Generation Corps of Drums  Parkrun (Committee for Harwich)  Harwich Childrens Carnival</p>

	<p>Harwich International Shanty Festival</p> <p>The Chairman thanked the Clerk, Asst. Clerk and Estates Supervisor for their hard work throughout the year.</p>
187/14	<p><b><u>ACCOUNTS</u></b></p> <p>Payments and receipts, current balances, financial activity against budgets and earmarked funds were noted.</p> <p><b>RESOLVED:</b> to authorise payments as presented.</p>
188/14	<p><b><u>BRIEF REPORTS BY MEMBERS</u></b></p> <p>“ Cllr Todd reported that following a meeting of the Crime Prevention Panel that free shed alarms had been gifted to HTC but these were for the use of allotment holders only and it would be decided by the Allotment committee as to how to allocate these at the next meeting.</p> <p>“ Cllr Brown attended the Port Liaison Committee meeting and reported the new use of good lighting systems, using LEDs, as well as using movement sensors which have made substantial savings as well as reducing light pollution. The Regina line which was supposed to be taking over the Esbjerg route is yet to commence but freight volume has increased despite cruise traffic being quieter. A £15k survey has been completed on the railway gantry and they are looking into a linkage with the Mayflower project and apprenticeships to address the maintenance issues.</p> <p>“ Cllr C Powell reported that the Harwich Festival of the Arts has lost one of its major grants this year, so progress has stalled whilst they consider other options.</p> <p>“ Cllr I Henderson pointed out the new pop-up banner with the Harwich events for 2015 listed, which is featured in the Discover Dovercourt and historic Harwich leaflet. This was sponsored by Abellio.</p> <p>“ Cllr Todd referred to his recent hosting of the Mayor of Boston and Fred Olsen Lines representatives during a visit to Harwich and the Mayflower Project.</p>
189/14	<p><b><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <p>“ Cllr Calver mentioned that on 29<sup>th</sup> May the Anne Frank Trust will arrive in Harwich as part of the £Cycle 2015 charity cycle ride, travelling the route of the Kindertransport. They will visit the memorial in Harbour Crescent on the way to the port. There are likely to be between 25-30 people and proposed the new Mayor host a small reception, welcoming them at the Guildhall.</p> <p><b>RESOLVED:</b> Write to the Anne Frank Trust inviting them to a small Mayor’s reception.</p> <p>“ Cllr I Henderson wished to thank Cllr David Flavell, who is not standing for re-election, for his conscientiousness and contribution to both his Ward and Harwich during his term on the Council and wished him the best for the future. Cllr Henderson said he was pleased to work with all councillors during this term and hopes the good work carries on into the next council. He thanked everyone.</p> <p>“ The Clerk confirmed receipt of a letter from the Harwich Horse Rangers Association regarding the need to locate to new premises. The Clerk confirmed she had already received a copy of this letter and had forwarded a Grant Funding application form and Policy so that any request for financial assistance could be considered in the appropriate way.</p> <p>“ The Clerk confirmed receipt of a request, from the Harwich Peninsula U3A, to make a regular booking of the Petanque Court throughout the 2015 summer season. The Clerk confirmed she will attend to this in the same way as previous requests of this nature.</p> <p>“ Cllr Todd read aloud a letter from the Mayor of Boston following a visit to</p>

	<p>Harwich and the Mayflower Project thanking them, as well as David Whittle for his guided tour of Harwich.</p> <p>“ Cllr Calver thanked Cllr Todd for his chairmanship over this last year.</p>
<b>190/14</b>	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next meeting of Harwich Town Council will be held at <b>the 1912 Centre</b>, on a <b>date to be confirmed</b>, at <b>7.00pm</b>, or at the rise of the Town Planning Committee, whichever is the later.</p>
<b>191/14</b>	<p><b><u>EXCLUSION OF PUBLIC AND PRESS</u></b></p> <p>Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the press and public for the transaction of the under-mentioned business:</p> <p>“ Macebearers resignation</p>

The Chairman closed the meeting at 21.10pm.

**CHAIRMAN**

**DATE**