

**MINUTES of the Meeting of the HARWICH TOWN COUNCIL**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on Tuesday 12<sup>th</sup> December 2017 at 7.00pm

<b>Present:</b>	<b>Councillors Calver, Fay, Fowler, I Henderson, J Henderson, McLeod, Morrison, C Powell, F Powell, Smith, Struth, Todd and Urwin</b>
<b>In the Chair:</b>	<b>Councillor J Brown</b>
<b>Clerk:</b>	<b>Ms Lucy Ballard</b>
<b>Also present:</b>	<b>2 members of the public, 0 members of the press and Dave Blackiston of Harwich Speedwatch</b>

<b>103/17</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs Ashley and B Brown
<b>104/17</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllrs I Henderson, J Brown and Smith declared a non-pecuniary as members of the H&D Community Crime Prevention Panel. Cllrs Calver and Fowler declared an interest as members of the Harwich Society Executive Committee.
<b>105/17</b>	<b><u>PUBLIC QUESTIONS</u></b> Betty Holbrook referenced the agenda item regarding the alterations to the windows in the Guildhall and asked which ones and when they were last done. The Clerk confirmed it was the Parlour windows but wasn't able to confirm when they were last replaced. Mrs Holbrook questioned why an architect would be needed. The Clerk confirmed that plans needed be drawn up for the full planning permission and LBC that would be required. Cllr Calver confirmed that all the proper measures would be taken to ensure the windows are replaced as they should be, and the Council would adhere to the correct requirements.
<b>106/17</b>	<b><u>HARWICH SPEEDWATCH</u></b> Dave Blackiston from Harwich Speedwatch briefed members on his career and talked about the Harwich & District Community Speedwatch Partnership initiative. He said it was the community fighting back against speeding drivers and the initiative is co-ordinated by Essex Police casualty reduction unit and the Tendring Community Safety Partnership and is managed by volunteers. The partnership consists of around 10 volunteers, and 6 have been lined up for Harwich already and training is provided free by Essex Police. They are managed by a co-ordinator and 4 to 5 locations are selected where speeding is an issue. Sessions are held using 2 to 3 group members at each location. Speeds are recorded and sent to Essex Police and warning letters sent to the

	<p>registered owner. After a second occurrence, an officer will attend the owner's home. Dave Blackiston would manage the volunteers and arrange for 2 sessions to be held each week. Recent press coverage of local speeding has shown a need for monitoring in the area. He asked if HTC would support the initiative and confirmed it won't cost the Council anything. He said that support has been asked of from Essex Police and Tendring Community Safety Partnership and they are also seeking support from RPPC, the Oakleys, Wix Wrabness and Bradfield parish councils. A grant application is being worked up to be submitted to the PFCC for funding for the equipment they need. The benefits are the opportunity for residents to increase road safety in their area, enhancing the role of members as volunteers and developing better links by raising awareness of anti-social road use.</p> <p>Cllr McLeod declared his support for the initiative. Cllr I Henderson welcomed this and named Parkeston Road and Low Road as hot spots for speeding. Dave Blackiston briefed members on what the repeater sign is and does and hoped this would help educate drivers by showing them what speed they're doing.</p> <p>Cllr Todd asked if volunteers were vetted. Dave said they'll accept all volunteers.</p> <p>Cllr Struth asked for Dave's views on the road racing around Tendring. His personal opinion is that he wouldn't want to support that if there's drivers with no training. He referred to the isle of Wight TT race but said they're semi-professional.</p> <p>Cllr Morrison asked about the process for prosecution. Dave confirmed that prosecution can only take place after there's been a police presence. Volunteers are not to get into dialogue with drivers but are issued with letters to pass to drivers who might stop and become confrontational.</p> <p>The Clerk asked about ongoing maintenance and costs. Dave confirmed the speed gun is easily tuneable and doesn't cost anything.</p> <p>Cllr Morrison asked how the locations are selected. Dave said he'd go on feedback from people but stressed it would have to be a continual speeding problem in that area to be selected, rather than one-offs.</p> <p>The authority he needs to set up the group is the support from the Council and therefore asked if HTC would support the Speedwatch initiative. Members were content that since providing support wouldn't commit the council to a course of action or expenditure, that they were happy to give it.</p>
107/17	<p><b><u>MAYOR'S ANNOUNCEMENTS</u></b></p> <p>The Mayor gave a report of engagements undertaken since the last meeting, which included attending a presentation by Harwich Secret Gardens to the Girl Guides; the Connexion's AGM; and Harwich Crusaders 27<sup>th</sup> birthday party and presentations. He opened the One World Group Churches Together at the Park Pavilion; attended a raft of other events including the Remembrance Sunday wreath laying and civic service; All Saints Primary School (Gt. Oakley) presentation of the Essex Libraries Summer Reading Challenge trophy; the RNA Christmas Fayre at the Waterfront; Presentation at Westminster; Illuminate Festival; Teen Talk Awards evening; Christmas Lights switch-on; Mayoress' Christmas Fayre at Long Meadows; Arrival of St Nicholas; Community Carol Service at St Nicholas; the Tendring Stroke Club Christmas draw and paid a visit to a Lime Court resident who turned 106.</p>
108/17	<p><b><u>MINUTES OF LAST MEETING</u></b></p> <p><b>RESOLVED:</b> That the Minutes of the meeting of Harwich Town Council held</p>

	<p>on 17<sup>th</sup> October 2017 (circulated separately) were approved as a correct record.</p> <p><b>RESOLVED:</b> That the Minutes of the Extraordinary meeting of Harwich Town Council held on 7<sup>th</sup> November 2017 (circulated separately) were approved as a correct record.</p>
109/17	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u></b></p> <ul style="list-style-type: none"> <li>• <b>MIN 088/17</b> – Members considered a response to a letter sent to the Merchant Navy Association regarding the future plans for commemorating Merchant Navy Day. Cllr I Henderson read aloud from the letter and confirmed that due to the age of some members, they won't be marching as they have previously, however he recalled that Rev. Rosie Tallwin had previously said the church would be willing to take over the arrangements for the civic service and that the Rev. Canon Shaw had confirmed it'll be in their diary to organise for next year. <b>RESOLVED:</b> To write to the Merchant navy Association and confirm that the church is willing to proceed with organising a civic service to enable this to continue in future years.</li> </ul> <p>Cllr Todd referred to the previous discussion regarding the former Train ferry Gantry and has had it confirmed by Jane Stanbridge of Hutchison Ports that there'll be a follow-up meeting organised in the new year.</p>
110/17	<p><b><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u></b></p> <ul style="list-style-type: none"> <li>• <b>MIN 154/16</b> – Cllr McLeod said he can't believe that Abellio Greater Anglia are choosing to close the ticket office at the port, stating that tourism could be lost if the support for visitors is removed. The Clerk confirmed that no decision had yet been made when she liaised with the MP's office last week. Cllr I Henderson said he'd heard that they will be proceeding with closing the ticket offices, as early as January. He said the ticket machines will be upgraded so they're more user friendly and passengers who require assistance can press a button and talk to staff at Colchester who will guide them through the process. Cllr C Powell said he'd heard that there will be no redundancies and staff will remain at the stations to provide assistance.</li> </ul> <p>Cllr Calver asked of Cllr I Henderson whether HIP, being one of the 2 major locations for entry into the east of England, would have been offered protection of closure as part of the franchise. Cllr Henderson said he wasn't sure but that they don't look at the locations, they look at the use and footfall and turnover in making those decisions.</p> <p>Cllr Morrison said the staff are cleaning the toilets currently when they're not selling tickets. She said if we're not getting anywhere with the MP, can we go elsewhere?</p> <p>Cllr I Henderson said we could write to the Rail Regulator, but that the DfT is the department to deal with it.</p> <p>Copy a letter to Passenger Focus and the Rail Regulator and Andy McDonald Shadow Secretary of State for Transport.</p> <p>Cllr Todd raised concerns with the 15-minute monitoring intervals as this won't show the true need for the ticket office to remain open since the peak times are when the boats come in.</p> <p><b>RESOLVED:</b> To write to Bernard Jenkin MP, copying to Transport Focus, The Rail Regulator and Shadow Secretary of State, Andy McDonald, asking him for confirmation as to whether the existence of the ticket office at HIP could've been protected under the terms of the franchise being a key entry point for international visitors and if it isn't, what action will he take to seek its retention</p>

	on that basis. Furthermore, could he put the case to the DfT that HIP's ticket office should be treated as an exceptional case.
111/17	<b><u>NO SMOKING POLICY</u></b> <b>RESOLVED:</b> To adopt the policy for Harwich Town Council.
112/17	<b><u>FUNDING BID OPPORTUNITIES FOR TOWN CENTRE DEVELOPMENT</u></b> Members considered a request from newly formed community group CREATE to act as lead member in a funding bid which has been identified. Cllr I Henderson briefed members on the newly formed community group. He felt that HTC needs to better understand what is required in case it's something that can be supported by another authority. <b>RESOLVED:</b> To write to CREATE and call an exploratory meeting to include Cllr I Henderson, the Chair of F&GP, Cllr Urwin and Town Centre Manager, Rachel Fryer.
113/17	<b><u>ALL SAINTS HOUSE</u></b> Cllr Smith has learned that a particular service that was previously offered at All Saints House, no longer is and that patients are being asked to attend at Colchester. He referred to previous confirmation by Andrew Geldard of the former North Essex Partnership that all services previously being provided there would continue to, so he wondered what the situation was with the newly merged Essex Partnership. <b>RESOLVED:</b> To write to Sally Morris, Chief Executive at the Essex Partnership to ask if appointments for adults with mental health problems are available with a consultant psychiatrist or another doctor in their team at All Saints House.
114/17	<b><u>INTERIM AUDIT</u></b> Members considered the Internal Auditor's report following an Interim Audit on 21 <sup>st</sup> November. The Clerk confirmed that the Auditor had stated that HTC are doing a great job and the information in the report regarding Data Protection was just an advisory note in anticipation of the new GDPR which will come into effect next May. There were no recommendations made and therefore no plan of action required. Cllr Morrison thanked the Clerk for her hard work in keeping the Council compliant.
115/17	<b><u>WINDOW REPLACEMENT CONSENTS</u></b> Cllr Calver briefed members on the need to replace the windows within the next few years and asked members to approve expenditure on appointing an architect to draw up plans in relation to window replacement at the Guildhall. He explained that a funding application will be submitted to the Essex Heritage Trust for a grant towards the costs of replacing the windows but that fund has been earmarked for any costs not covered by the grant. The Clerk confirmed that the application would only seek assistance for the Parlour windows since they were of significance in terms of the building's heritage. She also confirmed that upon appointment, the architect would check what was required by the Planning authority and that only the plans that are needed would be paid for. <b>RESOLVED:</b> To agree to expend up to £550 on architects services to be expended from the External Support Contingency Fund.
116/17	<b><u>2018/2019 BUDGET AND PRECEPT</u></b> Members gave consideration to the estimates for income and expenditure for the 2018/19 financial year, as recommended by the F&GP Committee. The

	<p>Clerk gave a run down on the impact of the precept whilst confirming that the Council will still be able to fund everything that it presently does, to the same level, including a funding contribution to Harwich in Bloom, the Christmas lights, CCTV etc. as well as being able to commit additional funds to the Hill School Site Restoration Project the Mayflower 2020. <b>RESOLVED:</b> that the council precept on Tendring District Council for £185,981 (figure after LCTSS grant has been deducted), having an impact of £34.41 per annum, or 66p per week, for a Band 'D' council tax payer based on a tax base of 5404. The Clerk confirmed this represents a 4.3% increase on the 2017/18 cost. Cllr Calver said we should be proud of what we're achieving and went on to explain what the LCTSS is and how it's distributed. Cllr Morrison thanked the Clerk for her work in compiling the budgets.</p>
117/17	<p><b><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES BY THE COUNCIL</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Fowler had received no correspondence from the HDCA, stating that the 2016 AGM was never held and no date has been set for this year's AGM nor any meeting dates. She said the HIP Liaison Committee meeting was postponed and the Harwich Conservation Panel meet as and when.</li> <li>• Cllr C Powell said the Tourism Group had received funding from Harwich Haven Authority to upgrade the Historic Harwich website and with input from TDC will ensure that it's updated within 30 minutes of a request being received.</li> <li>• Cllr Fay attended the Henry Smith Charity AGM. He reported a few staff changes and they're looking for a new secretary/client liaison officer. They have also nominated him as a trustee. He said public awareness is low and they're going to see what publicity they can do to raise awareness of the charity and what it does. The next meeting is 18<sup>th</sup> April 2018. He said the TDC Transport Liaison Committee meeting is 25<sup>th</sup> January and no date had been set for the next parish transport meeting.</li> <li>• Cllr McLeod said the Older Peoples Forum are networking well. The Harwich Festival Committee is proving successful and they're widening their scope and flagging up Harwich. The last event was the Illuminate Festival and they're asking for feedback.</li> <li>• Cllr J Henderson attended the Teen Talk Awards meeting. It was an emotional evening.</li> <li>• Cllr Todd couldn't attend the MNWB AGM and had hoped to raise a previous concern about an item discussed at a previous meeting, which had been removed from the minutes, so it'll be March until he can bring it up again.</li> <li>• Cllr Morrison said she enjoyed the Teen Talk awards evening and informed members of the forthcoming quiz night.</li> <li>• Cllr Struth attended an Ark Centre trustees meeting. They're onto an even keel with funding presently with another meeting on 23<sup>rd</sup> January.</li> <li>• Cllr J Brown still received nothing on the Mayflower Project and has had it confirmed that he'd only be invited to informal meetings. It was agreed to agenda a discussion of HTC's representation on the Mayflower Project at the next meeting. He also attended the newly formed H&amp;D Community Crime Prevention Panel, confirming the constitution had been written and agreed and there's some good ideas coming out of it. He said that the Crime Watch rep was helpful in assisting members with information on how to report crimes as public confidence falls.</li> </ul> <p>Richard Eastwood who works with the Safer Communities team said he'd be happy to come to meet with Council to talk about gang culture, cuckooing and county lines and the Clerk agreed to make contact.</p>

118/17	<p><b><u>MINUTES OF THE LAST ENVIRONMENT &amp; COMMUNITY COMMITTEE MEETING</u></b></p> <p>Members received the Minutes of the Environment &amp; Community Committee meeting held on 30<sup>th</sup> October 2017 (circulated separately).</p>
119/17	<p><b><u>MINUTES OF THE LAST ALLOTMENTS COMMITTEE MEETING</u></b></p> <p>Members received the Minutes of the Allotments Committee meeting held on 23<sup>rd</sup> November 2017 (circulated separately).</p>
120/17	<p><b><u>MINUTES OF THE LAST FINANCE &amp; GENERAL PURPOSES COMMITTEE MEETING</u></b></p> <p>Members received the Minutes and Confidential Minutes of the Finance &amp; General Purposes Committee meeting held on 29<sup>th</sup> November 2017 (circulated separately). Cllr Morrison thanked Cllr Fowler for carry out her review of the accounts.</p> <p>Members considered the recommendation of the committee in terms of grant funding and <b>RESOLVED:</b> to grant</p> <p style="padding-left: 40px;">£4000 S137 grant to CVST</p> <p style="padding-left: 40px;">£3000 S137 grant to Harwich in Bloom (to be expended from the 2018/19 budget)</p>
121/17	<p><b><u>ACCOUNTS</u></b></p> <p><b>RESOLVED:</b> To accept the financial report and to approve accounts for payment as per the schedule (circulated separately)</p>
122/17	<p><b><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>• Members considered some correspondence from Michael Offord of the Harwich Festival of the Arts in which he thanked HTC for their involvement in the recent Mayflower Illuminate Festival, and requesting feedback on the event. Cllr Calver proposes that the clerk responds advising all members have been made aware and asked to respond individually.</li>   <li>• In relation to <b>MIN 064/17</b> Members noted receipt of correspondence (previously circulated) from Karen Neath, providing an update on the Community Governance Reviews. It was agreed that no further submission was required.</li>   <li>• Cllr McLeod acknowledged the completion and opening of the new skate park. Thanks and acknowledgements were given.</li> </ul>
123/17	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next meeting of Harwich Town Council will be held on <b>Tuesday 16<sup>th</sup> January 2018</b> at <b>The Guildhall, Church Street, Harwich</b>, at <b>7.00pm</b>, or at the rise of the Town Planning Committee, whichever is the later.</p>

The Chairman thanked everyone for their attendance and for members' support throughout the year. He wished everyone a Merry Christmas and closed the meeting at 8.54pm.

**CHAIRMAN**

**DATE**

**Cllr J Brown**