

**MINUTES**  
**of the Meeting of HARWICH TOWN COUNCIL**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Tuesday 5<sup>th</sup> September 2023 at 7.28pm**

<b>Present:</b>	<b>Councillors Calver, Chable, Davidson, Fay, I Henderson, J Henderson, McLeod, Morrison, Powell, Saunders, D Smith, Todd and Wade</b>
<b>In the Chair:</b>	<b>Councillor M Fowler</b>
<b>Clerk:</b>	<b>Ms Lucy Ballard</b>
<b>Also present:</b>	<b>2 members of the public, 1 member of the press and Revd. Kirsty Emerson</b>

<b>066/23</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs Armstrong and Richardson
<b>067/23</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllrs Calver and Fowler declared an Other Registrable interest in relation to item 11, as trustees of the Harwich Society. They withdrew from the meeting which was temporarily chaired by Cllr Morrison.
<b>068/23</b>	<b><u>PUBLIC QUESTIONS</u></b> <p>A resident of Dovercourt raised concerns regarding two incidents which had happened recently at Dovercourt's Blue Flag beach. He recognised that this was the responsibility of Tendring District Council (TDC) and not Harwich Town Council (HTC). He referred to having witnessed two activities which could've led to fatal consequences, and which needs addressing. Firstly, a boat towing a water skier and secondly, the presence of jet skis in the area of Dovercourt bay which is outside of the designated area for these. The resident asked if HTC could ask TDC if either incident was reported by the Seafront Warden on duty that day and/or what action was immediately taken.</p> <p>He also asked what training was given to wardens and what responses would've been expected having witnessed these events.</p> <p>The resident referred to the difficulty in reporting these incidents to TDC and, in relation to boating incident, the website only had one possible route related to safety and found that it only related to beach hut safety. As such he asked if HTC could request an improvement to the TDC website so the public can more easily access the relevant people as required, or a reference for members of the public so they know what to do in the event of an incident.</p> <p>Cllr J Henderson suggested that the Seafront Warden may have been patrolling and not in their hut and asked if the resident contacted the Coastguard since contact numbers are available on the information boards</p>

	<p>along the seafront. The resident confirmed that they did not but that they called 101 and received a call back from the Marine Unit however they were unable to send out a patrol since they were elsewhere in the county.</p> <p>Cllr Wade recalls seeing the jet skiers but believed they were much further out, beyond the buoys at that point.</p> <p>Cllr I Henderson referred to a meeting later this week between HTC and the District Commander when members can make her aware of the situation with a view to her team carrying out a scan every so often. He also suggested that perhaps Harwich Haven Authority may also cover this area.</p>
<b>069/23</b>	<p><b><u>MAYOR'S ENGAGEMENTS</u></b></p> <p>Members acknowledged a list of recent engagements attended by the mayor since the previous meeting, which had been circulated.</p> <p>The Deputy Mayor referred to the Essex Pedal Power event at the Mayflower School on 4<sup>th</sup> August, which she attended along with Cllr Chable on behalf of the Mayor.</p>
<b>070/23</b>	<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 on 18<sup>th</sup> July 2023 (circulated separately) were approved as a correct record.</p> <p><b>FURTHER RESOLVED:</b> That the Minutes and Confidential Minutes of the Extraordinary meeting of Harwich Town Council held on 27<sup>th</sup> July 2023 (circulated separately) were approved as a correct record.</p>
<b>071/23</b>	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u></b></p> <p><b>MIN 048/23</b> – The clerk reported back on initial actions taken in relation to a council-organised fundraising ‘walk’, laying out the various options. Cllr Chable felt that following along the lines of the Alzheimer’s Society’s Memory Walk would be preferable and Cllr Todd suggested a working party is set up to discuss. <b>RESOLVED:</b> to set up a working party consisting of the Clerk, Mayor, Deputy Mayor, Cllrs Todd, Wade, Saunders and Chable, to include an invite to Tracy Lawrie of CVST.</p> <p><b>MIN 049/23</b> – The chairman reported on the successful presentation evening for retired council members. Total cost expended from the ‘Hospitality’ budget was recorded as £106.60.</p> <p><b>MIN 050/23</b> – The chairman confirmed arrangements had been made for an initial D-Day 80 Working Party meeting on 19<sup>th</sup> September.</p> <p><b>MIN 052/23</b> – The clerk referred to a stakeholder briefing from Greater Anglia, which made reference to the ticket office consultation and the number of objection comments received.</p>
<b>072/23</b>	<p><b><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u></b></p> <p><b>MIN 033/23</b> – Members reported receipt of a response to a letter to the MP’s office regarding a ministerial meeting to discuss GP shortages. Cllr Calver felt that despite the suggested urgency of this meeting, he believes that very little progress has been made and asked if the clerk could send a letter to Ed Garratt, the Chief Executive of NHS Suffolk and North East Essex Integrated Care Board, to advise of the measures taken since the meeting to obtain the information, and to request an update on the three specific issues referred to in the response. <b>RESOLVED:</b> for a letter to be sent to Ed Garratt.</p>
<b>073/23</b>	<p><b><u>HOLOCAUST MEMORIAL DAY</u></b></p> <p>Cllr Calver asked members to agree to fund the cost (£700) of lighting up the</p>

	<p>High Lighthouse purple as part of the commemorations for HMD which is in January.</p> <p><b>RESOLVED:</b> To agree to fund the lighting up of the High Lighthouse, in 2024 in the first instance, at a cost of £700, to be expended from the Economic development budget. The decision to carry this out in subsequent years will be taken at a future date, once a review of next year's commemorations had taken place.</p>
074/23	<p><b><u>REQUEST FOR USE OF ARCHIVED MATERIALS</u></b></p> <p>Members considered a request from Mr Andy Schooler to use photographs held in the council archives that relate to Harwich and Parkeston Football club, for use on social media and/or in the club programme.</p> <p><b>RESOLVED:</b> To grant the request with the appropriate courtesies (copyright acknowledgement) to HTC.</p>
075/23	<p><b><u>REQUEST FOR USE OF ARCHIVED MATERIALS</u></b></p> <p>Members considered a request from Mr Richard Oxborrow to make a digital copy of a photograph of the British Restaurant in Harwich during WW2 for use in an article for the Token Corresponding Society's quarterly newsletter.</p> <p><b>RESOLVED:</b> To grant the request with the appropriate courtesies (copyright acknowledgement) to HTC.</p>
076/23	<p><b><u>REDOUBT FORT HERITAGE PROJECT</u></b></p> <p>Cllrs Calver and Fowler left the chamber and Cllr Morrison chaired the meeting during the discussion of and voting on this item.</p> <p>Members considered a request for a letter of support in relation to a Harwich Society project which would see the hedge surrounding the moat around the fort replaced with a railed fence to prevent further root damage to the moat wall. The project is expected to cost £1.2m and support has already been sought from the Essex County Councillor and the ward councillors.</p> <p><b>RESOLVED:</b> To submit a letter in support of the project.</p>
077/23	<p><b><u>NOTICE OF CONCLUSION OF AUDIT 2022/23</u></b></p> <p>Members noted receipt of the conclusion of the Audit for year ended 31 March 2023. The Clerk confirmed that there were no matters to address this year and therefore no plan of action was required, and that she had already carried out the necessary actions as instructed by the external auditor. Cllrs Morrison and Powell proposed a vote of thanks to the clerk and her team for the excellent work carried out throughout the year. The clerk thanked members for assisting her to ensure the council remained compliant.</p>
078/23	<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 Smith referred to a meeting the Tendring Dementia Alliance, which he attended along with Cllrs Saunders and Todd. They found it very informative and made some valuable contacts. He also attended the Memory café at Harwich library, which is held every first and third Tuesday of the month and assists those living with dementia and their carers the opportunity to meet others also affected by the condition as well as support services over a cup of tea and biscuits.</li> <li>• Cllr J Henderson attended a Teen talk trustees meeting and reported that owing to some retirements, they were in need of new trustees. Following Covid, they're getting back out there and putting on lots of activities and they also managed to get some funding as well, to enable their good work to continue.</li> </ul>

	<ul style="list-style-type: none"> <li>• Powell reported having received an invite to attend a meeting at Suffolk Council from the Foot Ferry Partnership in November. He reported the proprietor's gratitude to HTC for their support and that they were hopeful for a better year in 2024.</li> </ul>
<b>079/23</b>	<p><b><u>MEETING MINUTES</u></b> Members received the Minutes of the following meetings:</p> <ul style="list-style-type: none"> <li>• Allotments Committee – 25<sup>th</sup> July 2023</li> </ul>
<b>080/23</b>	<p><b><u>ACCOUNTS</u></b> <b>RESOLVED:</b> To accept the financial report and to approve accounts for payment as per the schedule (circulated separately).</p>
<b>081/23</b>	<p><b><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>• Members <b>noted</b> receipt of latest report(s) issued by PCSO Sue Groves, <i>for information.</i> detailed.</li> <li>• Members <b>noted</b> receipt of latest Harwich Festival report, <i>for information.</i></li> <li>• Cllr McLeod mentioned that long-awaited works have commenced at Horsley Cross with possible jobs on the horizon. Cllr I Henderson declared an interest as the portfolio holder whose policy area this development falls within.</li> </ul>
<b>082/23</b>	<p><b><u>DATE OF NEXT MEETING</u></b> The next meeting of Harwich Town Council will be held on <b>Tuesday 17<sup>th</sup> October 2023</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 closed the meeting at 8.35pm

**CHAIRMAN**

**DATE**