AGENDA

Meeting of: Community Committee

Date: Monday, 7th August 2017  Time: 7.30 p.m.

Place: Town Hall, 61 Newland Street, Witham.

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present: Councillors

Mrs R. Williams (Chairman)
Mrs A. Kilmartin (Vice Chairman)
P.R. Barlow
J.C. Bayford
J.C. Goodman
P. Horner
Mrs J.A. Kempf
Mrs M.C. M Lager
Mrs J.M. Money
T. A. Pleasance
W.J. Rose
Mrs J. Williams

APOLOGIES

1. MINUTES

To receive the Minutes of the Meeting held 12th June 2017 (previously circulated).

2. INTERESTS

To receive any declarations of interests that Members may wish to give notice of on matters pertaining to any item on this Agenda.
3. **QUESTIONS AND STATEMENTS FROM THE PUBLIC**

An opportunity to enable members of the press and public present to comment upon any item on the Agenda.

4. **MALTINGS ACADEMY – FOOD GROWING PROJECT**

Mr Hill from Garden Harvest and Mr Tyrell, from the Maltings Academy, will be attending the Meeting to discuss their new food growing project (email attached).

5. **COFUNDS COMMUNITY WORK**

Mr Carl Wright from Cofunds will be attending the Meeting to explain their work in the community.

6. **COMMUNITY EVENTS**

Ms Pauline Merritt, Community Officer, will be attending the Meeting.

   (a) **Community Day**

   To receive a report (attached).

   (b) **Puppet Festival**

   To receive a report (attached).

7. **TOWN CLERK’S REPORT**

To receive the Town Clerk’s Report on matters arising (attached).

8. **BUSINESS PLAN**

Task and Finish Group (Community Safety)

To receive a report and the Notes from the evening meeting of the Task and Finish Group (Community Safety) (attached).

9. **IMPROVING HEALTHCARE FACILITIES**

To receive a precis of the Notes from the meeting held 26th July 2017 to discuss improving healthcare facilities in Witham (attached).

10. **WW1 COMMEMORATIONS WORKING GROUP**

To note the success of the ‘Witham 1917’ event and to receive a report from the Chairman of the Working Group (attached).
11. **FUSION LEISURE CENTRE**

To receive a verbal report from Councillor J.A. Kempf giving an update on the Witham Fusion Leisure Centre.

12. **COMMUNITY REPORTS**

To receive the Reports from Members who are representatives on outside bodies (attached).

13. **CHRISTMAS CAROL SERVICE**

To receive a report and email from Churches Together (attached).

14. **COMMUNITY TRANSPORT**

To receive a report and email from District Councillor Peter Tattersley, Cabinet Member, Health and Communities, regarding proposed changes to the Community Transport charging (attached).

15. **INFORMATION CENTRE**

To receive statistics from the Information Centre for June 2017 (attached).

16. **CHRISTMAS EVENTS GROUP**

To receive the Minutes of the Meeting held 22nd June 2017 (attached).

**EXCLUSION OF THE PRESS AND PUBLIC**

**TO RESOLVE** That under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest.

17. **CHRISTMAS LIGHTS**

To receive a report and quotations for the storage, maintenance, installation, etc. of the Christmas Lights (attached).

18. **TOWN CLERK’S REPORT**

To receive a verbal report on contractual matters.
19. **PUBLIC DOMAIN**

To consider whether any items discussed in Private Session could be moved into the Public Domain.

Mark Squire  
Town Clerk  
MS/GK/31.7.2017
Dear Mr Squire

Having worked with the council before on parking issues I thought you might be interested in my latest venture to help residents in Witham.

I believe the new mayor has an interest in promoting healthier lifestyles for children and thought she might like to hear about it.

From September / October I will be starting on a very exciting new project with Maltings Academy. We will be setting up a fully functional fruit and vegetable garden at the school.

It is really positive that the school agree, the long-term way to improve the personal development, behaviour and welfare of our children is to get them physically involved with food production. If children can be involved in every process, from planning, planting, growing, harvesting, cooking and eating they will be more likely to embrace the healthy eating message than those children only subjected to vast amounts of literature telling them what to do.

The great thing about growing food at school is that the process can be tailored so that it easily fits in with large parts of the existing school curriculum. From writing articles, producing documentaries, soil and plant science, food science, scientific research, new product development, mathematics, geography, history and art. This is also a great way to show students how diverse the horticulture sector is and how their skills could be used if they chose that particular career path.

The project will start with the new year sevens, there will also be activities throughout the year that include all of the feeder primary schools.

I have such fantastic support from the science and catering team, providing me with the belief that we will be able to completely change the children’s views on healthy eating.

The site is measured and ready for planning.

I already have the support of Veg Trug from Colchester, a business with whom I have worked before.

When the final plan is in place we will be looking to secure some external funding and help with materials and work parties from the local area and nationally.

I am confident that we will have some joint information releases coming soon and would appreciate any support you can offer us.

Kind regards,

Matthew Hill

Garden Harvest

https://www.facebook.com/matthewsgardenharvestuk/

Back to Agenda
## COMMUNITY EVENTS

### Agenda Item 6

### Background Papers:

Reports (attached) –

(a) - Community Day  
(b) - Puppet Festival

### Summary:

The Community Officer will be attending the Meeting to discuss both the Community Day and Puppet Festival.

### Advice:

To receive and note.

GK/MS 1.8.2017
(a) **Community Day Report**

The Community Day was held on Saturday 10th June. The event was opened by Rt Hon. Priti Patel, MP.

We had 34 Community Groups/organisations take part with 4 additional groups taking part by way of performances in the display arena.

Positive feedback was received from members of the public and stallholders, the deckchairs around the display arena proved very popular.

The use of Facebook this year helped to promote the event to the local community, we aim to increase promotion of the event further next year.

MS -Budget wise- £329 was carried over in Earmarked Funds from 2016/2017.

£1,500 was budgeted for Community Day for 2017.

The expenditure on 2017 Community Day is £1,849.56

The income received to date is £705.95.

Net expenditure is £1,153.61

A final financial summary and recommendation will be brought to the next Community Meeting.

(b) **Puppet Festival Report**

The Puppet Festival will be held on Saturday 16th September.

24 Acts in total have been booked, contracts are all signed and returned.

We have a theme this year of ‘Under the Sea’, with many acts booked to fall in line with this theme.

We plan to hold a fancy dress competition for younger children along the lines of last year’s competition, with suggestions of Pirates or Mermaids as costume ideas. This will be judged by the Mayor and Deputy Mayor, as was the case last year.

The Puppet Festival programme has now been designed, and will shortly be going to print.

Our Witham Town Council Facebook page is live, and will show images of acts and performers during the run up to the event.

The Puppet Festival Website has also been prepared with a timetable of events, along with images and descriptions of performers, this will shortly be linked to our Witham Town Council website.

Pauline Merritt 28/07/17

MS- The event is comfortably within budget to date.
## WITHAM PUPPET FESTIVAL 16th SEPTEMBER 2017

### INCOME EXPENDITURE

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### FEES AVAILABLE

- **£2,100.00** single x 2
- **£790.00** twin
- **£750.00** double
- **£650.00** twin x 1, single
- **£680.00** none
- **£1,340.00** single x 3
- **£80.00** twin
- **£730.00** twin room (WH)
- **£80.00** none
- **£790.00** none
- **£1,450.00** twin x 2
- **£1,390.00** twin plus single
- **£1,960.00** twin
- **£265.00** single
- **£375.00** single
- **£320.00** single
- **£1,200.00** single
- **£500.00** single
- **£350.00** twin? Tbc
- **£0.00** none

### ADMINISTRATION

- **£19,490.00**

### Additional Costs

- Hotel including drinks/menu/buffet: approx
- Stewarding: approx
- Marquee: £525.00
- First Aiders - St John Ambulance: approx
- Leaflets (5700) & posters (10): approx
- Updated graphics & ads for website: approx
- Website domain and hosting: approx
- Catering/Water: approx
- Mama Della sandwiches: approx
- Theatre Tokens window Competition: approx

### Total Income

- **£18,600.00**

### Sub Total

- **£20,015.00**

- **Balance carried forward**

**Updated as at 01/03/2017**
TOWN CLERK’S REPORT

Agenda Item 7

Summary:

The following matters have arisen since the last Meeting –

**Minute 12 – Buckingham Palace Garden Party**

To note that Councillor J.C. Goodman has been nominated to attend the Buckingham Palace Garden Party.

**Minute 13 – Request from Witham Twinning Association**

To note that a reception for the visitors from Waldbröl has been organised for Saturday, 16th September 2017 at the Royal British Legion Hall.

Advice:

To receive and note.

GK/28.7.2017
Summary of the Notes of the Task & Finish Group (Community Safety) Agenda Item 8

Background Papers:

The second meeting of the Task & Finish Group (Community Safety) was convened on 12th July 2017.
The third meeting of the Task & Finish Group (Community Safety) was held in the evening of 12th July 2017 (Notes attached).

Summary:

The following is a summary of the Notes of the afternoon meeting--

- Members considered that the CCTV system could be extended to other areas of the town.
- Priorities for the Community Safety Group were discussed.
- The first public meeting would pay particular attention to new special constables operating from premises with secure accessible storage.
- Prudent to reinforce the need for replacement special constables to ensure a visible community policing presence in the town.
- An outline business plan would be drawn up in readiness of future costings.
- Revitalise Neighbourhood Watch.

JS/GK/28.7.2017
NOTES OF THE MEETING OF THE TASK AND FINISH GROUP (COMMUNITY SAFETY) AT WITHAM TOWN COUNCIL HELD 12TH JULY 2017 AT 7:00PM IN THE COUNCIL CHAMBER.

PRESENT:- Councillors T.A Pleasance (Chairman), J.C Bayford (Vice-Chairman) M.C.M Lager, W.J Rose.

K. Davies - Humber Road Residents Association
A. Waight - Witham Tree Group
PC Murray - Essex Police
PSCO J Thorn - Essex Police
S. Anslow - Head of Special Constabulary (Essex Police)
A. Wilding - New Rickstones Academy

Staff: J. Sheehy - Deputy Town Clerk

20. APOLOGIES
Apologies for absence were received from Councillors W.J Rose, R. Williams and J.C Goodman due to previous engagements.

21. DECLARATIONS OF INTEREST
There were no declarations of interest.

22. COMMUNITY SAFETY
The Chairman welcomed new members of the Task & Finish Group and stated that he was encouraged by the representation of both the community and Essex Police. The purpose of the group was explained and it was stated that a community based solution to the recruitment of special constables, reinvention of the Neighbourhood Watch scheme and proactivity in raising awareness in crime prevention would form the foundation of the group’s work.

It was stated that a recent walk of the Humber Road Estate conducted by the Residents Association in conjunction with Essex Police had discovered over eighty vehicles left unlocked which reinforced the need for great awareness in crime prevention. It was stated that Essex Police generally no longer responded to low level anti-social behaviour and that a great emphasis had been placed on working with Braintree District Council by Essex Police, who held similar powers to tackle low level anti-social crime and disorder.

A. Waight spoke on behalf of the Witham Tree Group, drawing attention to overwhelming levels of vandalism that the group had experienced when planting new trees around Witham including recent plantations carried out at Highfields Road and Whetmead Nature Reserve. It was thought that the reduction in local visible policing was a direct contributor to the increase in such acts of vandalism by giving greater confidence to criminals that their crimes would go unpunished. It was noted that PSCO numbers had been reduced over a number of years and that the Braintree & Uttlesford policing area which includes Witham was approximately the size of Bedfordshire, making it very difficult for Essex Police to retain a visible police presence in all areas.

It was stated that local councils can, and have invested in new PSCO’s for their areas, and that two such PSCO’s had been funded by Uttlesford District Council. S. Anslow, Head of Special Constabulary stated that a new Human Resources manager was still yet to be employed and that due to the lengthy nature of the police recruitment process, a previous candidate had withdrawn leaving the post still vacant.
Members noted that Essex Police had been working towards establishing a new recruitment drive and emphasis for Special Constables and that there were a number of areas where local councils could contribute and support the force. Local councils could provide support through their social media channels, websites and parish newsletters. It was stated that Essex Police had been engaging with targeted advertising through social media to attract applications for special constables in specific areas, targeting specific age groups and income ranges to ensure a good level of quality when receiving applications. It was stated that a recent recruitment drive by using this method had yielded approximately 1500 applications of varying quality, but that overall the recruitment advertising had been very successful.

Local councils could offer to invest in the new scheme to provide such targeted advertising for their own area to recruit and retain Special Constables that would operate almost exclusively within a single parish. It was noted that as such Special Constables remain under the jurisdiction of Essex Police that there may be occasions such as major incidents that they would be required to perform work in other parishes, but that a mechanism to ensure there was no cost to the local council when this occurs. Additional advertising methods were being considered by the force including a recruit-a-friend/referral scheme as historically, most applications for new Special Constables had been a result of an existing constables recommending the post to somebody they knew. Other methods such as door to door leafleting were also used but it was agreed that such methods required continued application to ensure their effectiveness, and it was harder to quantify the return of such advertising when compared to social media. It was noted that over half of all applicants for Special Constables had applied directly online.

Members discussed the particulars of Special Constables for Witham and noted that the minimum age for a Special Constables was 18 years old. It was thought that Special Constables would be accommodated in the Witham Fire Station, and that the recent joint governance of the Police and Fire services had aided this. There was a requirement for Special Constables to have a base to operate from with secure storage for equipment, and it was stated that an agreement to operate from Witham Fire Station had now been provisionally agreed, subject to some additional points of clarification.

Members discussed the associated costs with Special Constables, and it was stated that duty allowances and mileage would paid for by local councils, which averaged around £1,000 per year on a 500 hour working year per constable. It was stated that the new recruited Special Constables could patrol areas of concern to the Council and would be able to attend meetings to provide updates. It was thought additional promotion could be carried out with aid from New Rickstones Academy newsletter and the Humber Road Resident’s Association social media page, and that larger organisations could be approached in a joint effort from Essex Police and the Town Council. Timescales were discussed, and it was noted that the Volunteer Police Cadets had only been operating for around 12 months, but that they could attend a stall being hosted by the Town Mayor on 19th August 2017. It was AGREED that S. Anslow would be provided details to attend if possible.

It was noted that an outline business case for the recruitment of Special Constables would be created by the Town Council in readiness for the annual budgeting process in order to approve funding for new recruitment. It was stated that the overall time involved in the recruitment process from the point of an application being made to a Special Constable being deployed on the street was a range of 18 to 24 months, once funding had been offered by the Town Council.
23. ANY OTHER BUSINESS

It was noted that an additional meeting would be held to include members who could not attend this meeting.

There being no further business, the Chairman closed the meeting at 8:15PM.
Agenda for the Meeting of the Community Committee to be held 7.8.2017. Cont’d.

Witham Town Council

IMPROVING HEALTHCARE FACILITIES IN WITHAM  Agenda Item 9

Summary:

The following is a precis of the Notes of the Improving Healthcare Facilities in Witham held 26th July 2017 –

- Further efforts and pressure would be placed on relevant bodies to secure a new bus service for direct access to Broomfield Hospital
- It was noted that Priti Patel, MP supports such a bus service
- Data had been gathered on patient use of surgeries in Witham
- Consideration was being given to the enhancement of general community services and the care-to-home ratio
- Further discussion would take place with the Clinical Commissioning Group to determine the local services required.
- A site visit of the new Sudbury Health Centre had taken place
- Mental health issues were discussed
- A need to prevent the use by youths of recreational drugs was stressed
- Potential increase of clinicians providing advice and diagnosis over the telephone was reported
- Details in relation to the new Witham Health Hub were discussed.

Advice:

To receive and note.

GK/28.7.2017

Back to Agenda
I wish to place on official record my sincere thanks to the Town Clerk and seven Town Councillors who, some with spouses and partners, attended the “Witham 1917 – Outside of the Lines” evening at Witham Public Hall on Friday 21st July 2017.

However, I reserve my especial gratitude for the Deputy Town Clerk, James Sheehy, the Committee Clerk, Geraldine Kennedy and the Town Mayor’s Secretary, Dee Halliday, all of whom played major roles in ensuring the eventual success of the evening due to their tireless efforts both during the planning stages of the event and during the evening itself.

With ticket sales proving to be extremely slow a mere week or two before the event, it was due to their supreme efforts that during the days immediately leading up to 21st July 2017 renewed interest was gained and sales improved to the extent that the final figures showed 83 tickets had been purchased prior to the evening.

Furthermore, the decoration of the Public Hall was undertaken by James, Geraldine and Dee and the ladies, dressed as suffragettes, not only served the food but also sold raffle tickets, the latter bringing forth an amount of £225.00, and reference to the food provided leads me to also thank Karen Dillane for her work “behind the scenes” in its preparation.

I sincerely hope that all who attended, including a number of dignitaries from neighbouring towns in the district, had a thoroughly enjoyable evening with the Public Hall suitably decorated in a patriotic fashion and music of the period provided by the Jeff Short Combo.

Turning to the future, the WW1 Centenary Commemorations Working Group has organised a further event on Saturday 26th August 2017, this being a talk entitled “The Human Face of the Great War”. This talk will be presented by Bill Fulton, Chairman of the Essex Western Front Association, and will be held in the Royal British Legion Hall with free admission although a retiring collection will be made.

_Cllr John Goodman_
_Chairman_
_WW1 Centenary Commemorations Working Group_
Community Reports

Witham Town Luncheon Club

As Council Representative and also Chairman of Witham Town Luncheon Club I am very pleased to report that we have had several successes in the past weeks. Our numbers are maximised at 91 lunches per week. Our members are happy and cheerful and our volunteer helpers are always there.

Karen Dillane does an exceptional job in so many ways including fund raising. Community Day brought in £500 after expenses and the Tea Party in the Royal British Legion hall last week brought in £1,350 after all expenses. We had 130 people in for tea and music and a spot of dancing. Very well done to the many helpers.

Our bank account is sound and our treasurer is happy.

Our one sadness is that our Deputy cook has left to spend more time with her mother so with Phil’s help we shall be looking for a replacement.

Pay and pensions are now agreed and running smoothly.

Our committee meets regularly and minutes meetings.

Luncheon Club assists many retired residents to make the best of their lives and their health. We are pleased to help in this worthwhile cause.

Angela Kilmartin
Chairman.

Patrick Horner 29 July 2017

To Geraldine Kennedy, Witham Town Council

Essex Association of Local Councils

In June there was a meeting in Dunmow with Roger Hirst the Police Commissioner and Stephen Kavanagh the Chief Constable. Roger Hirst said he was modernising the Police IT facilities and providing hand held devices. This will reduce routine paperwork and save up to a third of their time. He was considering how the police, ambulance and fire services could work together regarding emergencies.

The police are expanding their work with drones. We were given an outdoors demonstration. In future they will be able to save police time by photographing road accident scenes.

A policeman addressed us regarding Traveller rules and rights.
Citizen’s Advice - Braintree, Halstead and Witham

Report from Councillor JoAnn Williams
Witham Town Council Representative
29 July 2017

Unfortunately, the past few weeks have been very difficult for Citizen’s Advice due to the resignation of their CEO, Jennifer Hyde, whose last day is the 29th of July.

Because of this, and other issues that have arisen in conjunction with it, there have been several meetings for the Board to discuss these issues and determine a path forward. There are some other personnel issues that need to be handled and there are some negative feelings within the office.

This is all still being worked through at the moment and the Trustees are doing everything they can to ensure that Witham, Braintree and Halstead continue to provide their vital services to the community. They are also continuing to search for and apply for funding and all of the other important issues that the CEO and Board do on a daily basis.

This is a difficult time for the Board and I will continue to attend the meetings and help in any way that I can. I have attended three meetings since my last report.

Cllr JoAnn Williams
Witham North Ward

PASSENGER TRANSPORT REPRESENTATIVES PANEL

Report to Community Committee Meeting - 7th August 2017

Since my last report I have attended the latest local meeting of the Essex County Council led Passenger Transport Representatives Panel which was held at Braintree Town Hall on 14th June 2017.

First and foremost, I am most disappointed to report that the format of these semi-regular meetings has been amended by Essex County Council with no recognised “Question & Answer” facility being tabled as an Agenda item, as has been the case at previous meetings, but with a greater emphasis on “workshop” sessions. Indeed, at this meeting, Rachael Price, the Passenger Transport Area Review Manager (Uttlesford & Braintree) for Essex County Council, confirmed that there had been a change in the meeting structure and she advised that in addition to the “workshop” sessions, there would be greater input from the individual operators.

However, in reality, despite the meeting having a timetable of two hours, it was not feasible to complete all of the tabled business although I was puzzled by the fact that time was set aside for a “light-hearted” quiz which appeared to be geared towards declining bus passenger use, the number of passengers carried on commercial services in Essex and, most pointedly, the amount of tax payers’ money spent by Essex County Council on local bus services and
the numbers of passengers carried on those services. As a result of this quiz, the much her-
alded “workshop” session was truncated and other Agenda items were handled with unnecess-
ary speed with a PowerPoint presentation making reference, in short, to a number of online
website links to which members of the public should refer for answers to their enquiries.

Reference was also made to the 2017 Tender Round but, as I have previously reported, this
has no bearing on routes which serve Witham.

Indeed, the majority of those who attend these PTRP meetings on a regular basis represent
the more rural parishes which are directly affected by the reduction in, or complete with-
drawal of, certain bus services. Similarly, these outlying parishes do benefit from the Demand
Responsive Transport (DRT) schemes and the meeting was advised by a representative from
Arrow Taxis, who operate these schemes on behalf of ECC, that there has been a 40% in-
crease on take-up on DRT 2 with 100% increase on DRT 3.

Finally, there being no official Q and A session, I spoke with Rachael Price after the meeting
in order to voice Witham Town Council’s, and indeed the MP’s, ongoing concerns over the
lack of the desperately needed direct service from Witham to Broomfield Hospital.

I was rather astounded by her response which intimated that, despite the recent change in the
ECC Cabinet Member responsible for public transport, it was, effectively, pointless in pursing
this matter with any Cabinet Member as such decisions are often delegated to Officers! In
fact, Rachael Price informed me that she would recommend those needing to access Broom-
field Hospital from Witham to utilise the Braintree Community Transport service which re-
quires pre-booking and incurs a charge, albeit minimal.

Needless to say, in this regard there is a distinct overlap with the work of the Improving
Healthcare Facilities in Witham Working Group and, notwithstanding the response from
Rachael Price, in my capacity as the Town Council representative on the PTRP I am main-
taining a dialogue with Breon Finch from the MP’s office at Westminster on this matter.

All in all, I found this latest meeting of the Passenger Transport Representatives Panel some-
what disheartening and although most, if not all, of the issues which are covered by the panel
have little, or no, bearing on Witham, given that there is little immediate likelihood of the
town losing any of its services, with the possible exception of Route No. 40, it goes without
saying that I shall continue to attend the meetings at Braintree, whenever they take place, on
behalf of Witham Town Council.

_Cllr John Goodman_

_July 2017_

[Back to Agenda]
CHRISTMAS CAROL SERVICE

Background Papers:
Email from David Brett, Churches Together in Witham & District (attached).

Summary:
The Town Council has organised a Christmas Carol Service around the Christmas Tree for a great many years. (It is part of Standing Orders 87(a) that the Town Clerk shall have delegated powers to organise the Town’s Christmas Carol Service within the budget as set by the Council).

David Brett has said that support for this event was quite low last year despite the Council’s attempt to include the community. Churches Together wondered whether holding the event on a dark, cold midweek evening could be a factor. The suggestion was made that the service be held during the Dickensian event.

The Dickensian event is held on the last Saturday of November and is to raise funds and awareness of local charities, voluntary organisations and small local businesses. Having a Carol Service on 25th November, before the start of Advent, would seem inappropriate. The reasoning behind an evening service is to have the atmosphere of singing around the lit Christmas tree and it could be argued that the service is more inclusive for residents who do not normally attend Church.

Last year for the first time it was agreed that the ‘switch-on’ of the Christmas Lights would take place after the Dickensian event. To have the Carol Service in the morning would stretch staff resources further and it is thought that people are unlikely to stop their shopping for a service during the morning.

Advice:
To receive the report and to consider the request.

GK/28.7.2017
To: Town Clerk  
Subject: The Town Carol Service

Hello Mark  
At a meeting of Churches Together last night, some feedback was given on the Town Carol Service. It was observed that the support for this event was quite low in spite of the Council’s efforts to include various elements of the community. We wondered whether holding the event on a dark, cold, mid-week evening is a factor in the lack of support. Some of our older members certainly thought so!

We would like to make a suggestion, which you could pass on for consideration to whoever organises the Carol Service if you think it worthwhile. Our suggestion is that the Carol Service be held as part of, or during the same period as the Dickensian market event on the Saturday morning. It might then attract more support and would certainly have a larger audience!

Yours sincerely  
David Brett  
Moderator, Churches Together in Witham & District

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COMMUNITY TRANSPORT

Agenda Item 14

Background Papers:
Email from Councillor Peter Tattersley (attached).

Summary:
Following a reduction in the grant by Essex County Council, the District Council proposes increases in the Community Transport costs. There is a public consultation running from 24th July to 15th September 2017.

Social Car Scheme
Annual membership increase from £15 to £20.
Minimum cost up to 5 miles, increase from £3 to £3.50.
Over 5 miles, increase from 60p per mile to 70p per mile.

Mini bus hire
Annual membership increase from £20 to £25 per group.
Minimum cost of hire up to 20 miles increase from £25 to £30.
Over 20 miles, increase from £1.25 to £1.50 per mile.

Advice:
To consider responding to the consultation.

GK/28.7.2017

Subject: Braintree District Community Transport Scheme - Consultation on Increasing Fees and Charges
E mail sent on behalf of Cllr Peter Tattersley to Braintree District Councillors, Halstead and Witham Town Clerks and Parish Council Clerks

Dear Councillors

Braintree District Council is consulting on increasing its fees and charges for the community transport
scheme following a reduction in grant this year by Essex County Council towards the running cost of the scheme. The grant has been reduced from £105,541 in 2016/17 to £90,332 for 2017/18, a reduction of £15,209 with a further reduction anticipated for 2018/19. It will mean that a typical 5 mile journey could go up by 50p*.

The Community Transport scheme in the Braintree District provides affordable transport for older people, those with restricted mobility, those with a disability who may struggle to use public transport and those who have need which are not met by existing transport services. The service provided over 51,000 journeys in the Braintree District last year.

To help Braintree District Council maintain the service in light of this reduction in funding, it is considering increasing fares and charges which have not previously risen for four years. Proposed increases fees vary from 0 per cent to 33 per cent. Currently the cost of a journey is about half the cost of using conventional transport services.

A report was considered by the Council’s Cabinet on the 10th July 2017 and we are now commencing an eight week consultation with members of the Community Transport Scheme from Monday 24th July to Friday 15th September 2017 on increasing the fees and charges. This is the link to the Cabinet meeting agenda: 

The Community Transport report is item 7a, starting on page 15.
Subject to the outcome of the consultation the intention will be to implement the increases from 2nd October 2017.

The main changes proposed are:-

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<th>Social Car Scheme Current Fare Structure</th>
<th>Proposed New Fare Structure</th>
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<tr>
<td>£3.00 minimum fare up to 5 miles</td>
<td>£3.50 minimum fare up to 5 miles*</td>
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<td>60p per mile over 5 miles</td>
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<tr>
<th>Minibus Hire Scheme Current Fare Structure</th>
<th>Proposed New Fare Structure including fuel</th>
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<tr>
<td>£25 minimum fare up to 20 miles</td>
<td>£30 minimum fare up to 20 miles</td>
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<tr>
<td>£1.25 per mile over 20 miles</td>
<td>£1.50 per mile over 20 miles</td>
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- Annual membership will increase from £15 to £20 on the Social Car Scheme and from £20 to £25 for Groups who hire minibuses.
- The HMRC approved allowance payable to volunteer drivers is 45p per mile which will remain unchanged.

If you wish to comment please e mail community.transport@braintree.gov.uk

regards

Cllr Peter Tattersley
Cabinet Member, Health and Communities

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Agenda Item 15

Witham Information Centre
61 Newland Street
Witham
CM8 2FE

ATT Mark Squire
From Brent Smith

The statistics for the month of June 2017 are as follows:

Total number of enquiries = 505

TOTAL MONEY TAKEN DURING JUNE = £4,300.40
TOTAL EARNINGS FROM THESE SALES = £508.97

Sales were higher than May and we sold a more of stock items earning 25% commission including the sale of Zoo Tickets and Adventure Island tickets during the half term holidays. As well as an increase in sales of National Express and First Bus Tickets.

INFORMATION CENTRE STATISTICS
To June 2016

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INFORMATION CENTRE STATISTICS
June 2017

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Agenda Item 16

CHRISTMAS EVENTS GROUP
MINUTES OF THE MEETING HELD 22 JUNE 2017

Present:

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<tr>
<th>Name</th>
<th>Organization</th>
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<tr>
<td>Sandra Howell</td>
<td>Witham Carnival Association</td>
</tr>
<tr>
<td>JoAnn Williams</td>
<td>Witham Lioness Club</td>
</tr>
<tr>
<td>Tom Pleasance</td>
<td>Royal British Legion</td>
</tr>
<tr>
<td>Dave Coe</td>
<td>Twinning Association</td>
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<tr>
<td>George Ellis</td>
<td>Twinning Association</td>
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<tr>
<td>Ian Cass</td>
<td>Chamber of Commerce</td>
</tr>
<tr>
<td>Keith Harman</td>
<td>Rotary Club</td>
</tr>
<tr>
<td>Dee Halliday</td>
<td>Witham Town Council</td>
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Apologies

Apologies were received from John Goodman, as he was unable to attend. Jonathan Hodgkin arranged for another member of the Rotary Club to attend in his place - Keith Harman.

Interests

No interests were declared.

Minutes

The Minutes of the Meeting of the Christmas Events Group held on 19 January 2017 were confirmed as a true record and signed by the Chairman.

Switch-on and the Dickensian event

The first discussion of the meeting was who should switch the Christmas tree lights on? JoAnn Williams nominated the winner of the Mayor’s Award this was agreed by all.

Electric Sockets in the Newland Centre

There are four sockets by Roman’s Original store which are only accessible by ladder and one has the cover missing. There is another one by the New Look Store. This year Lorne Campbell has asked that all items that are plugged into the Centre’s Electrical system have a valid PAT Certificate and that no stall holder should climb up a ladder to use the sockets.

Dave Coe stated that everyone just climbs up the Twinning Association ladder and plug into the socket. Other stall holders have been known to crawl under the stall and just plug their electrical goods in. The Twinning Association require two plugs.

Sandra Howell said she had spoken to Lorne Campbell (Manager of the Newland Shopping Centre) and explained the situation. She asked the Group to get all their queries together for the September Meeting as Lorne would be attending.

Ian Cass said that the electric sockets should be checked in case of faults as part of the Newland Centre’s Health and Safety regime.
Agenda for the Meeting of the Community Committee to be held 7.8.2017. Cont’d.

Keith Harman said he was willing to speak to Lorne and offered to go around and inspect the sockets with him.

Tom Pleasance said a Risk Assessment form should be sent to the stall holders.

There was a discussion about generators etc in the event that electricity could not be provided.

**PA System**

Sandra Howell stated that the PA System that was hired from Marks Tey but not audible at the Newland Street entrance.

JoAnn said that music was an important part of the event as it creates an ambiance. The speakers should be distributed throughout the Shopping Centre rather than located in one area alone as the system is then so loud it cannot the words cannot be distinguished.

Keith Harman informed the Group that there was a company on the industrial estate. Ian Cass explained about Bluetooth enabled speakers and checked the price on his phone and showed the Group one for £119.00 per speaker. Six would be needed. JoAnn Williams offered to check out the systems and Sandra Howell said we should look to buy rather than hire and it could then be used for the Puppet Festival, Community Day, Switch on, Carol Service and Dickensian.

Keith Harman left the Meeting at 2.45pm

**Switch On**

JoAnn said she would approach her nominated charity WAOS and ask them to walk from the Newland Centre to the Christmas tree singing and then do a couple of Christmas songs by the tree.

Tom Pleasance – Who will be invited back? There was a queue leading from the Function Room into the car park in 2016. Councillors, Choir, Family of the Winner of the Mayor’s Award and the Members of the Group will be invited back. Tickets inviting people for mince pies and a cup of tea/coffee could be handed out to the stall holders. The 2016 choir was very large which was why there were so many people for refreshments.

Dee Halliday – We have the Christmas Decorations Licence.

**Window Competition**

As Yaxley was the winner of the 2016 Window Competition it was decided to ask them what they would like the theme to be.

**The date of the next meeting will be 2.00pm on Wednesday, 6 September 2017.**

There being no further business the Chairman closed the Meeting at 3.30pm

Sandra Howell (Mrs)
Chairman
DH/26-06-17

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