



Town Hall | 61 Newland Street | Witham | CM8 2FE  
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witham.gov.uk

## AGENDA

Meeting of: **Community Committee**

Date: **Monday, 30<sup>th</sup> September 2019** 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	R.P.	Ramage	(Chairman)
		J.C.	Bayford	(Vice Chairman)
		K.L.	Atwill	
		P.R.	Barlow	
	Miss	C.	Jay	
		M.C.M.	Lager	
	Mrs	S.C.	Lager	
		C.S.	Livermore	
		T.A.	Pleasance	
		P.M.	Ryland	
	Miss	M.L.	Weeks	
		R.	Williams	

**1. APOLOGIES**

To receive apologies for absence.

**2. MINUTES**

To receive the Minutes of the Meeting of the Community Committee held 5<sup>th</sup> August 2019 (previously circulated).

**3. INTERESTS**

To receive any declarations of interests that Members may wish to give notice of on matters pertaining to any item on this Agenda.

**4. 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.

**5. POLICE UPDATE**

To receive the August update and to consider the request to install a knife amnesty bin in Witham ([attached](#) at page 4).

**6. CITIZENS ADVICE**

Rachel Fahie, Chief Executive Officer of Citizens Advice, will be attending the Meeting to give a report.

**7. TOWN CLERK'S REPORT**

To receive a report from the Town Clerk on matters arising ([attached](#) at page 8).

**8. GRANT AID REQUEST**

To receive a grant aid request from the Witham Allstars Majorettes ([attached](#) at page 9).

**9. COMMUNITY BUDGET**

To receive the Community Committee Budget ([attached](#) at page 18 ).

**10. BUS SHELTERS**

To receive a report, originally considered by the Environment Committee, and to consider recommending to Town Council that funding is vired to allow for replacement bus shelters ([attached](#) at page 19).

**11. PUPPET FESTIVAL**

To receive a report from the Events Co-ordinator ([attached](#) at page 20).

**12. SOCIAL ISOLATION**

To have an open debate on what the Town Council can do to tackle social isolation.

**13. VE DAY 75**

To receive the Notes from the VE Day 75 Group Meeting held 23<sup>rd</sup> September 2019 (to follow)

**14. YOUTH TASK AND FINISH GROUP**

To receive the Notes from the Youth Task and Finish Group Meeting held 21<sup>st</sup> August 2019 ([attached](#) at page 21).

**15. COMMUNITY SAFETY TASK AND FINISH GROUP**

To receive the Notes from the Community Safety Task and Finish Group Meeting held 11<sup>th</sup> September 2019 ([attached](#) at page 23).

**16. COMMUNITY REPORTS**

To receive reports from Members who are Town Council representatives on outside bodies ([attached](#) at page 25).

**17. INFORMATION CENTRE**

To receive details of Information Centre statistics for July and August 2019 ([attached](#) at page 26).

**18. BUS SERVICE 39**

To receive details of a public consultation to reduce bus service 39 from 25<sup>th</sup> July 2020 ([attached](#) at page 28).



James Sheehy  
Town Clerk

JS/GK/24.9.2019

Agenda Item 5

**August 2019 Updates**

This month we have focused on gathering intelligence to build profiles for future tasks, conducting speed checks and attending Community events identified by Witham Town Council (WTC). This has included the annual Witham Beer Festival over 22<sup>nd</sup>-24<sup>th</sup> August and a visit by the Home Secretary and PFCC to welcome the new Town Team. In addition we planned a day of action in Witham to provide a significant visual presence on the main estates and town centre for reassurance and crime prevention.

**1 August**

We carried out a 100 vehicles speed check on Rickstones Road and further speed checks on Maldon Road following concerns from local residents. Words of advice given to a number of motorists and to one a speed awareness course. Details obtained for a homeless person (initially reported on Witham social media pages) outside Morrison's and support offered. Attended an intruder alarm on Freebournes Industrial Estate – on scene in under 2 minutes due to being in Witham on CSC patrol. Even without the capability to respond on blue lights the benefit of our patrols in Witham shows that we can react very quickly.

**3 August**

Carried out first patrol with new Town Team PC Wayne Davies. Witham CSC combined with one of the two regular officers identified to permanently support Witham. This provided us with an opportunity to show PC Davies a number of the past ASB hotspots, recent crime areas (lead thefts) and patrol areas where drug related activities have been seen or reported. We carried out a high visibility foot patrol through the Town and attended a mental health incident on foot. We were also approached by an elderly resident who asked if we could come and remove a collection of knives for destruction. Without a knife amnesty bin located in Witham the nearest one is at Braintree Police Station and therefore we collected the items.



**7 August**

We attended The Witham Hangout for a pre-arranged visit. In company with Braintree Special Liberty Keyse we demonstrated some of the kit we use to the group consisting of children aged 11-17. The group have been very receptive to previous drop in visits and I was asked if Witham CSC would be able to come along and share our role with the children and organisers. We took a marked Ranger where we demonstrated the emergency lights and sirens in the grounds of the club, we also took some spare kit which allowed the children to interact, trying on some police uniforms. SC Keyse demonstrated the breathalyser and we conducted speed checks with the group. After the more light hearted activities we took the opportunity to have a serious talk to the group about #OP SCEPTRE

and the current concern over knife crime, drugs and County Lines distribution. This was a very good discussion with many of the children already aware of the topic.



Following this engagement we continued high visibility mobile patrols around Witham following recent reports on Witham social media sites.

### 9 August

An event had been organised for the Home Secretary Priti Patel, the PFCC Roger Hirst & Chief Constable BJ Harrington to officially launch the Town Team for Witham. Also in attendance were designated PCSO's for Witham, CPT and S/Sgt Jason Wintin representing the Witham CSC team. This was a very successful engagement event with good visibility in the Town and local press promoting the increase in Essex Police presence in Witham.



### 10 August

On Saturday 18<sup>th</sup> May 2019 we had conducted a day of action where two of our officers were approached by a local resident walking their dog. They disclosed that there was a potential drug drop off location in the nearby area. This location has been checked on numerous locations but on this day a quantity of drugs was located and seized, preventing these from getting on to the streets. This intelligence from local residents really enables us to act effectively.



### **15 August**

A CSC officer & Braintree Special crew mate conducted high visibility foot patrol targeting Church Street based on Witham social media reports of anti-social driving and potential drug activity. Patrol continued onto Chipping Hill then followed the River Walk, Maldon Road Park and circuits around the Town centre including, Newland Street, Grove Shopping Centre and Newland Shopping Centre. Another CSC officer & Braintree Special crew mate conducted mobile vehicle patrol around Witham and surrounding areas also attended and dealt with multiple assault at a Care Home.

### **17 August**

Witham day of action – Two CSC Officers were joined by three other Braintree Special Constables to support a day of high visibility patrols around the Courts, Forest Road, Maltings, Hatfield Road, Humber Road and Chipping Hill areas and through the Town centre. This was also coordinated to be in conjunction with the street market which increases foot fall in the Town. We were able to have two teams out on foot with a mobile unit supporting, a further Braintree Special joined us during the afternoon bringing the total to six officers. Over the day we gathered intelligence of drug activity in different areas, carried out STOP SEARCHES, #OP SCEPTRE knife sweeps and dealt with a domestic incident occurring in the street, covering a total of 20km on foot patrol in the Witham area. We received a lot of positive feedback during our time in Witham due to the increased presence with residents and visitors feeling reassured. A full report of this day is available if required and this has been tweeted on social media, however we still need to promote our patrols further.

### **22 August**

Witham CSC officer organised patrols with three other Braintree Special Constables in Witham. Two officers were on foot patrol around the town centre, Maldon Road Park and attended the Witham Beer Festival engaging with Security and Organisers. Concerns were raised over potential drug use but security had been briefed about this. The patrol also included Beechen House after recent reports of anti-social behaviour behind the premises and also patrols in and around The Grove. The other two officers conducted patrols along the River Walk to Laurence Avenue area, Dengie Close, Howbridge School searching hedgerows to support #OP Sceptre and identifying potential drug drop areas. Patrol continued in Town End field, Purcell Road before returning back towards the town centre. Units assembled for mobile marked van patrols on the Hatfield Road estate, Humber Road, Flora Road, and Honeysuckle Way before returning to the town centre.

### **24 August**

Arriving by train Witham CSC conducted high visibility foot patrols in the town area. Attended the Witham Beer Festival meeting with Organisers who appreciated the attendance throughout the day. During one drop in visit, met with the Home Secretary Priti Patel who was supporting this local event. During a discussion Mrs Patel identified a drug related activity occurring in the nearby vicinity and an intelligence report was submitted. On a further patrol around the park & the surrounding areas suspected drug and alcohol related activity was disrupted near Helen Court with support from an LPT unit. An intelligence report has been submitted for this activity. Over the course of the day the CSC Officer met with a number of business owners, a local wildlife photographer who has offered to report any intelligence and many members of the public.



### 26 August

A 100 vehicle speed check was carried out on Rickstones Road following local resident concerns. During this action a driver was issued a ticket for excess speed and 4 more drivers were spoken to in relation to their speed. Overall however, an improvement in drivers' response to our visible speed checks on this road seems to be working. We will continue to monitor and carry out checks. On arrival in Witham we attended an abandoned 999 call, a suspicious circumstance enquiry, and a missing person enquiry and rescued a stranded motorist in Newlands Drive car park before a foot patrol in the Town centre and Maldon Road Park. Mobile patrols were conducted around the estates and roads in Witham including Benton Close, Elgar Drive, Dengie Close, Alan Road, and Armond Road. On mobile patrol a vehicle was spotted near to the Witham Town Football Club which left on seeing our marked vehicle. Due to the suspicious circumstances an intelligence report has been submitted.

### 27 August

We welcome Mark Williams to the Witham CSC team. Mark has been on a number of patrols supporting CSC actions with me since he completed his initial Special Constable training in November 2018. Residing in Witham, Mark is keen to support the current initiatives to provide visibility, reassurance and tackle anti-social behaviour in Witham while supporting any other policing priority action in the area. Mark is an independent officer and combined with Lorne, Jason & myself we will see an increased presence with his additional patrols.



We are now working with the Witham Town Team officers to coordinate our support for Witham and this will include direct action with warrants & targeted operations based on the intelligence we are gathering.

Due to one of the actions this month with regards to the disposal of knives, is it possible to discuss the installation of a knife amnesty bin in Witham Town?

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**Officer Report: Town Clerk's Report**

**Issue:**

The following matters are to note –

Minute 23 – Police Update

A letter has been sent to the Police, Fire and Crime Commissioner asking about the progress to find a suitable secure site for a locker to store police equipment.

Minute 26 – Information Centre

It was proposed to hold a Special Meeting of the Community Committee on Tuesday, 22<sup>nd</sup> October 2019 at 6.30 p.m. to discuss the plans for the refurbishment of the Information Centre.

**Advice:**

To receive and note.

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**Officer Report: Witham Allstars – Grant Aid request**

**Issue:**

Witham Allstars Majorettes have requested a grant of £2,500 towards the costs of hall fees to achieve an extra class and additional uniforms and equipment. The total project is £5,000 and £2,800 has been raised through sponsored bag packs. (Application form attached). Accounts will be available at the Meeting.

The Witham AllStars have received grants in the past from the Town Council -

In 2015 - £500 was given to fund new leotards.

In 2017 - £450 was given towards the cost of new costumes and equipment.

At the Estimates Sub-Committee £10,000 was allocated towards Grant Aid and an additional £3,000 towards Other Support and Youth Engagement.

A total of £11,050 has been given in grant aid (including £1,500 for the Silver Cinema). In addition an extra £1,600 was given to Citizens Advice leaving £350 in the grant aid budget.

**Advice:**

There is only £350 in the grant aid budget. It is recommended that this sum be given towards the costs of hall hire and consideration be given next year to an additional sum towards new costumes.

Witham Town Council



## GRANTS SCHEME APPLICATION FORM

Please read the guidance notes thoroughly before completing this form. Questions should be answered as fully as possible. Please do not leave boxes blank – state 'not applicable' if a particular question is not relevant to your organisation or project. You are welcome to provide documentary evidence to support your application, but *please do not* use it in place of answering a question (e.g. **do not** write 'see attached annual report'). Incomplete application forms will be returned to the applicant for amendment and resubmission. Please write clearly in black ink or type and continue onto separate pages where necessary. A copy of this form is available on e-mail or in large print upon request. If you require assistance in completing this form please contact the Town Council.

### SECTION ONE – YOUR ORGANISATION

a. Full Name of Organisation:	<i>Witham Allstars</i>
b. Contact Name:	<i>Donna Howard</i>
c. Position held within organisation:	<i>Troupe leader.</i>
d. Correspondence address:	<div style="background-color: #cccccc; width: 150px; height: 20px; display: inline-block;"></div> <i>, Witham, Essex, CM8 1TE</i>
e. Daytime telephone number:	<div style="background-color: #cccccc; width: 150px; height: 20px; display: inline-block;"></div>
f. Does your organisation own/lease/rent premises in Witham: If yes, please give the address (if different to that stated above)	<b>YES/NO</b>

g. Is your organisation liable to pay rates of the premises: ~~YES/NO~~

If yes, please state your rate reference number and Annual liability after rebates (this can be found on your rates bill or statement).

Reference No.:

Annual Liability:

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h. Has your organisation applied for a grant from the Council in the past? ~~YES/NO~~

If yes, please give details below

<u>Date</u>	<u>Project Details</u>	<u>Grant Awarded?</u>	<u>Amount</u>
		YES/NO	
		YES/NO	

*enclosed info.*

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i. Is your organisation a registered Charity? ~~YES/NO~~

If yes, please state registration number:

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j. When was your organisation set up? *2011*

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k. Please state the nature of your organisation (please tick any boxes which apply)

Voluntary Organisation     
  Not for Profit Organisation     
  Welfare Organisation  
 Sports Organisation     
  Cultural Organisation     
  Social Organisation  
 Other (please specify) .....

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l. Please describe the main activities of your group and the services you provide. If you are starting a new group, please detail the services you intend to provide, and how you have established that there is a need for these activities.

*Dance team, team building, social, community keeping children fit + active.*

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m. How many people are involved in running your group?

*3*.....Committee Members      *0*..... Paid Staff      *30+*.....Volunteers

n. How do people join your group and access your services?

*Come along, open to all community*

o. How do you publicise the services you offer?

*local advertising / social media / newspapers*

**SECTION TWO – YOUR APPLICATION**

a. Please describe the project for which you are applying for funding:

Hall fees to expand our team and availability  
uniforms and equipment.

b. What is the total project cost? (please specify what the funds will be used for where possible)

£5000. a larger hall / move often extend  
to two halls, equipment and uniforms to expand

c. How much has been raised so far? This should normally constitute at least 25% of the total project cost. (Please provide full details below, including the estimated value of any non cash donations).

£2800, sponsored events bag packs

d. Please state the total amount of grant required from Witham Town Council (maximum 50% of the total project cost).

£ 2500.

Please provide a complete breakdown of how the grant applied for will be spent – use a separate sheet if necessary and provide copies of invoices/quotations to support your claim. Claims will not be considered unless a full breakdown is provided.

Hall fees £1500 - to achieve an extra  
Class + expand numbers  
Uniforms + equipment - to cater for more.

e. Please give details about how your organisation will obtain the balance of funding required for the project.

sponsored events  
bag packs  
local grants.

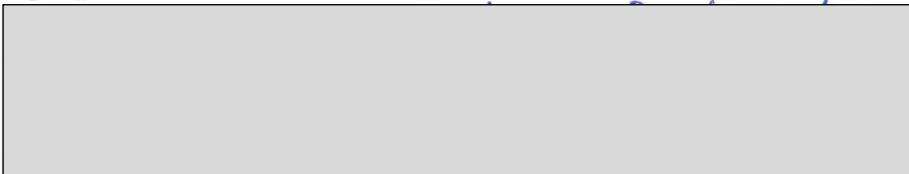
f. What is the anticipated start date of the project? (or the actual start date if the project has already commenced).

October 2019.

g. Please give the name of the project leader (the person responsible for overseeing the project) and describe how this person will manage the project.

Donna Husard.

h. Please give the names and addresses of two independent referees who will know of your group but are not members of the organisation and who will support your application





**Allstars majorettes**

The team was established 2011 with 12 members over the last 8 years the town council has helped us grow.

In 2011 we began with 12 members ranging from age 5-13 we now in 2019 have 47 members age 3-27 including children with additional needs, The grants given have helped us been a profile in which now we are well known in national competitions and represent witham throughout the summer at competitions below I enclose some picture of what the grants have helped us achieve.

We are looking to expand our training to another evening and cater for some of our 35 people on our waiting list encouraging more children to keep active.

At present it cost around £5000 to run the group including competition fees regulation dresses and hall fees.

Our season starts October 2019 and are asking for a grant fund expand the team.

We take part in many fundraising events such as bag packs sponsored walks etc

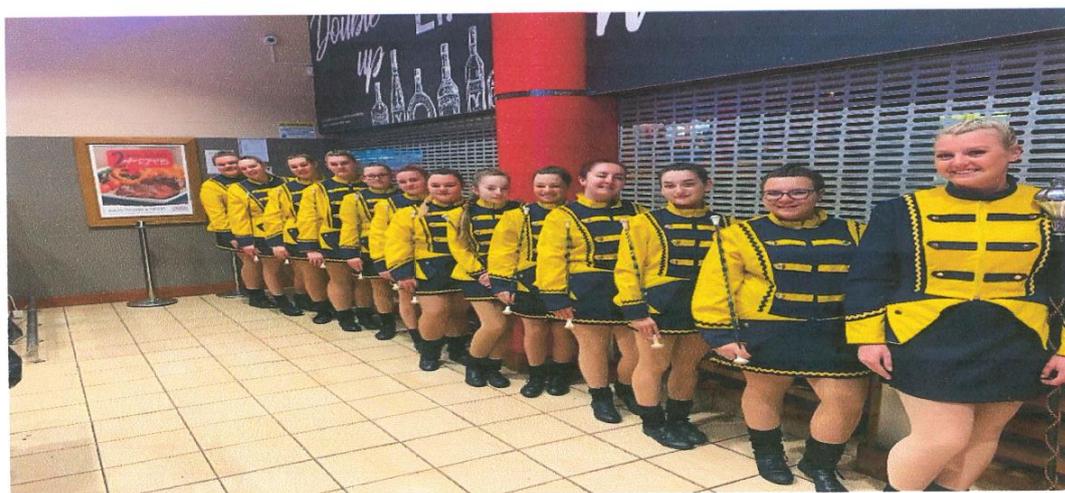
2011-2017 photo from local events to national competitions



Present team



Uniform purchased with last grant



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<b>Community Committee Income &amp; Expenditure Budget up to 31/08/19</b>						
	<b>2018/2019</b>		<b>2019/2020</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual YTD</b>	<b>Projected End of Year</b>	
<b>Community</b>						
Information Sales Income	80000	67295	78750	25666	61598	
Puppet Festival Income	5200	5392	0	1250	7495	
Christmas Dickensian Event	320	350	320	140	320	
Community Day	0	792	0	150	150	
<b>Total Income</b>	<b>85520</b>	<b>73829</b>	<b>79070</b>	<b>27206</b>	<b>69563</b>	
<b>Community Team - Salaries &amp; Employer N.I &amp; LGPS Contributions</b>	0	31277	66160	17607	42257	
Town Clock	0	0	936	936	936	
Bus Shelters	500	0	500	0	100	
Litter Bins	1000	0	1000	0	1000	
Christmas Decorations	7210	5369	8426	848	8426	
Information Centre Purchases	73000	58854	66150	19402	46565	
Information Centre Administration	32550	1368	2000	624	1498	
Community Grant Aid	12000	8775	10000	10000	10000	
Citizens Advice Bureau	10000	8400	9000	10000	10000	
Community Safety/CCTV	16965	20485	17474	11726	17000	
Community Special Constables	0	920	4000	444	2500	
Other Community Support/Youth	3000	956	3000	2758	3000	
Community Day	1050	2298	1050	1419	1419	
Puppet Festival	17000	24921	17000	0	17000	
Christmas Dickensian Event	320	332	320	0	0	
<b>Overhead Expenditure</b>	<b>17459</b>	<b>16395</b>	<b>20701</b>			
	5	5	6	75764	161701	
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**Officer Report: Bus shelters**

**Issue:**

A member of the public recently notified us about a damaged bus shelter in Forest Road near the junction of Mulberry Gardens. The bus shelter is an old black metal type with plastic panels. On inspection we found that the panels had been damaged with the back one completely removed and two further side panels had been bent.

Due to the age and condition of the shelter we have considered replacing it. There are various nice wooden bus shelters around Witham, owned by Essex County Council, so these were initially looked at as a more attractive shelter. However, it was discovered that the cheapest wooden shelter of a similar design starts at £4,980 ex VAT.

For a metal framed bus shelter, the cheapest starts at £999 before vat. Our annual budget for bus shelters is only £500 so would not cover the cost of replacing a bus shelter. Most of the bus shelters in the town are owned by Essex County Council but 10 bus shelters belong to us.

With this particular damaged bus shelter, we will arrange for it to be repaired but Members may wish to consider whether the budget be increased should we need to replace any of our bus shelters in the future.

**Advice:**

Members to discuss the future budget with regards to bus shelters.

HA/8.8.2019

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**Officer Report: Puppet Festival**

**Issue:**

This year we introduced a new venue at the URC, where they held a mad hatter's tea party with all proceeds going to their own nominated charity. We also used their forecourt for some of our acts, although due to the last minute decision to use the venue we had to share the space with Farleigh Hospice for their table top sale. The venue didn't draw as much traffic as hoped but with more time to plan we should be able to make better use of the space available.

We also included some ancillary competitions in the hopes of increasing the footfall to both the high street and the information centre. The Teacup Hunt as a free activity with the prize donated by Yumcious cakes, and the 'Guess the number of sweets' competition raising £12.60. Both of which took little effort to organise and increased visitors to both the Information Centre and the Town Council Stall.

The town council stall raised £438 through the sale of merchandise and tombola tickets, alongside the new addition of temporary tattoos raising another £66.50. We also received £573 in total from our vendors, meaning the total amount raised on the day of the festival was £1090.10.

Once again the event was a success and we were blessed with beautiful weather.

**Advice:**

To receive and note.

LB 24/9/19

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**Agenda Item 14**

**MINUTES OF THE MEETING OF THE TASK AND FINISH GROUP (YOUTH) AT WITHAM TOWN COUNCIL HELD 21<sup>st</sup> AUGUST 2019 AT 1.00PM IN THE COUNCIL CHAMBER.**

PRESENT:- Mrs J Williams (Chairman)  
Mrs J Kempf (Vice Chairman)

Councillors: P Barlow  
Miss C Jay

Staff: J. Sheehy - Town Clerk  
Miss N Smith - Assistant Responsible Financial Officer

**1. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

The Clerk called for nominations to serve as Chairman and Vice Chairman of the Youth Task and Finish Group for the Civic Year 2019/2020.

It was **AGREED** That Mrs J Williams be elected to serve as Chairman and Mrs J Kempf as Vice Chairman of the Youth Task and Finish Group for the ensuing Civic Year.

**2. APOLOGIES FOR ABSENCE**

No apologies were received.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. MINUTES OF THE PREVIOUS MEETING HELD 3<sup>rd</sup> May 2018**

The notes of the previous meeting were confirmed as a true and accurate record and subsequently signed by the Chairman.

**5. CLERK'S REPORT**

The Clerk did not give a report.

**6. TERMS OF REFERENCE**

Members considered the Terms of Reference. It was **AGREED** that the Mission Statement should be amended to include 'to respond to feedback received on a regular basis from young people'.

**7. 2019 GROUP FOCUS AND ACTION PLAN**

The Chairman noted that due to the length of time between this and the previous meeting the committee needed to start from the beginning with regards to setting an action plan. The members considered the importance of establishing more regular links with the two local senior schools and it was **AGREED** that Miss C Jay would make contact in September with both bodies.

**8. YOUTH OUTREACH**

Members discussed the need for the council to engage with local children of all ages and **AGREED** that social media would be used to interact with a wider audience.

**9. SENIOR SCHOOL BURSARY SCHEME**

Members discussed the merits of the Senior School Bursary Scheme and it was **AGREED** that it should continue and the benefits reiterated to both local Academies as previous uptake had been low.

**10. FUTURE COMMITTEE WORK**

Members were asked to consider how they would like to proceed and then asked to report back at the next meeting.

**11. TIME & DATE OF NEXT MEETING**

It was agreed that a time and date would be set through email circulation of Members for approximately 6 weeks' time.

There being no further business, the Chairman closed the meeting at 1.57PM

.....  
Mrs J Williams  
Chairman

NS/22.08.19

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**Agenda Item 15**

**MINUTES OF THE MEETING OF THE TASK AND FINISH GROUP (COMMUNITY SAFETY) AT WITHAM TOWN COUNCIL HELD 11<sup>th</sup> SEPTEMBER 2019 AT 7PM IN THE COUNCIL CHAMBER.**

**PRESENT:- Councillors** J Bayford (Chairman), Mrs S Ager, K Atwill, M.C.M Lager, T Pleasance

Mrs J Williams

**Staff:** Miss N Smith - Assistant Responsible Financial Officer

**12. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor J Goodman due to a previous engagement.

**13. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**14. MINUTES OF THE PREVIOUS MEETING HELD 4<sup>th</sup> JUNE 2019**

The notes of the previous meeting were confirmed as a true and accurate record and subsequently signed by the Chairman.

**15. BE SAFE KEEP SAFE POLICY**

Members discussed the Be Safe Keep Safe Policy with particular reference to Part 3, the 4 Point Action Plan.

It was **AGREED** that promotional items, such as purse bells and pens would be procured to be given out in the Information Centre and at Pop up Stalls. Cards with details of how to anonymously report crimes could also be used to encourage the public to share intelligence.

**16. CLERK'S REPORT**

The Clerk reported that possible dates for 2020 have been sent to Members wishing to hold Pop up Information Stalls within the Newlands Centre.

It was **AGREED** that permission be sought from Asda in Highfields Road, Forest Road Pavilion and the Coop at Spa Road for stalls to be held before the end of the year.

The Clerk reported that the Residents Association Consultations were ready and Members were invited to deliver them to the Hatfield Road Estate.

The Clerk reported that the two new members of the Witham Town Centre Police Team had been invited to attend a meeting at the CCTV Monitoring Office by Spencer Clarke and the Chairman requested that he and JoAnn Williams also be in attendance.

**17. CCTV MONITORING OFFICE**

Members reported that the visit to the CCTV Monitoring Office had been very informative and praised staff for their attitude.

**18. CCTV LOCATIONS**

It was reported that Link CCTV in conjunction with Spencer Clarke from the Monitoring Office were compiling a report detailing the individual costs involved with the areas Members identified at the previous meeting.

It was **AGREED** that both parties should be invited to attend a future meeting.

**19. POLICING**

Members noted that Witham now has a fourth Special Constable but the Council would like to recruit another four to make a total of 8 within the town.

It was **AGREED** that the HR departments of the town's larger companies would be approached with regards to attending a lunchtime presentation by Les Hawkins, a Special Constable and members of the Council outlining the benefits of having a Special Constable within their workforce.

**20. JUNIOR STREET PATROLS**

The Chairman was unable to give a report on the Junior Street Patrols due to staff at the two Academies being absent during the Summer Holidays.

**21. FUTURE COMMITTEE WORK**

Members considered future business and agreed that the current proposals to be reviewed by the task and finish group were of a sufficient scope for progress. Future items of business would be considered once initial suggestions had been evaluated for an outline business case.

**22. TIME & DATE OF NEXT MEETING**

It was agreed that a time and date would be set through email circulation of Members for approximately 5 weeks' time.

There being no further business, the Chairman closed the meeting at 7.58PM.

.....  
Councillor J.C Bayford  
Chairman

NS 16.09.2019

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## **Agenda Item 16**

### **Community Reports**

#### **Witham Town Lunch Club**

Witham Town Lunch Club has just finished its summer break. We have arrived back into a gleaming and tastefully redecorated function room! It finally needs some acoustic remedial works because the chattering, not only in our lunchtimes, but also in receptions and classes, bounces back and forth.

Ideas are on the table and we hope that a quick solution can be found and installed as soon as possible as some members' ears troubles are preventing them from coming to lunch club due to the noisy atmosphere.

Meanwhile we have sadly lost more members but are always on the lookout for new ones. Councillor Livermore now attends, as possible, when his illness allows. Christmas party lunches are in the planning stage.

Karen and Sarah and every helper including Clare the mayor are our cooks and helpers without whom we would have no lunch club at all. An extended family is what we all are.

Grants are in the process of being sought and whilst I, as chairman of lunch club and chairman this year of Braintree District Council, have now been stopped from applying for BDC Community councillor grants for lunch club, Cllr Sue Wilson, my co-ward councillor for Central ward, will be able to step in. Karen and Sarah need money to undertake cookery courses pertaining to our members' dietary needs and Cllr Wilson will be able to help instead of me.

Lunch club had a stall for refreshments at Community Day in the park in June and we raised a lot of money.

Lunch club is joining up with Age Concern to alleviate loneliness and we look forward to this new idea.

Angela Kilmartin. Chairman.

#### **Witham Carnival Association**

The last meeting of the Carnival Committee was 3rd September. Meetings continue to be held monthly, and the primary concern of the group at present (as with most volunteer organisations) is the call for new members to help with the volunteer work. The chairman wishes to stand -down in the New Year, and feelers are out for a someone to fill the role.

Last year's carnival was considered a great success – especially with the park entry fee being waived. It did produce a slight dip in income, which was expected. The new float has also had some teething problems, and will require some repair in order to survive the winter months ahead prior to next year's season. Sponsorship is being pursued for a few of the items within the carnival, and all being well, will help to reduce some of the ever increasing costs. The theme for next year will be "The spirit of Carnival".

Rob Williams

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Agenda Item 17

**Witham Information Centre**

**Figures for July 2019 (compared to 7/18)**

**Total Enquiries: 801**

**Total Sales: £3,771.73**

**Total Commission: £572.96**

- Footfall for July 19 was up overall by 38%. I have introduced a display area to catch the eye and draw in more customers. In July, the display was based around gardens with leaflets of local gardens to visit. As we moved into the school summer holidays, it changed to a beach theme. Sales and enquiries combined were up 33%.
- Our Social Media presence is growing. At the end of July, we had 967 followers on Facebook and 55 followers on Instagram (which was only set up in June) Twitter has been much slower to take off but is probably the least popular of the three. As a result of our increased profile, people are coming into the Centre having seen posts online
- Total sales were down by 23%, however our commission rose by 1.7%.
- WTC Sales rose by 41% Witham memorabilia has been very popular over the summer, and the start of the holidays saw sales of Colchester Zoo tickets and Adventure Island wristbands take off.
- Box office sales fell by 22%, however we were awaiting the issue of a new booklet which arrived in the first week of August.
- Sales in all other areas fell as we moved into the summer holiday period

**Figures for August 2019 (compared to 8/18)**

**Total Enquiries: 735**

**Total Sales: £7,877.91**

**Total Commission: £1,447.15**

- Footfall for August 19 was up overall by 13.6%. The Summer Holidays display table has attracted a lot of attention. We have also had an Art Exhibition which drew in some customers. We also now offer a water bottle refill service, which I have registered in a water refill App. Sales and enquiries combined were up 33%.
- Our Social Media presence has continued to grow. At the end of August, we had 979 followers on Facebook and 99 followers on Instagram and 22 on Twitter. As a result of our increased profile, people are coming into the Centre having seen posts online. It is also a great way to share the work of the Town Council and Open Spaces Team.

- Total sales were up by nearly 4%, and our commission rose by 75%.
- WTC Sales rose by 43% and commission by 53%. Sales of both Adventure Island and Colchester Zoo tickets have contributed to these figures. We purchased our Adventure Island tickets at the lowest price this year and so have achieved the highest profit possible. We have also been able to use social media to advertise this service.
- Box office sales fell by 23%, despite the issue of the latest booklet. There are few shows in August, so the commission we earn simply on ticket sales that are invoiced in August is generally low. This year, Marty Wilde returned for a sell out show, and added to our booking fee.
- Sales in all other areas fell, but had picked up considerably from July.

## Jul-19

<b>TOTAL INCOME TO WTC FOR 19-20 YTD</b>	17913.11
<b>COMMISSION TO WTC FOR 19-20 YTD</b>	2360.62
<b>TOTAL FOOTFALL FOR 19-20 YTD</b>	2644

<b>TOTAL INCOME</b>	£3,771.73
<b>TOTAL COMMISSION</b>	£572.96

<b>TOTAL SALES</b>	208
<b>TOTAL ENQUIRIES</b>	389
<b>TOTAL EMAIL</b>	5
<b>TOTAL WRITTEN</b>	0
<b>TOTAL PHONE</b>	58
<b>TOTAL FOOTFALL</b>	660

## Aug-19

<b>TOTAL INCOME TO WTC FOR 19-20 YTD</b>	25791.02
<b>COMMISSION TO WTC FOR 19-20 YTD</b>	3807.77
<b>TOTAL FOOTFALL FOR 19-20 YTD</b>	3525

<b>TOTAL INCOME</b>	£7,877.91
<b>TOTAL COMMISSION</b>	£1,447.15

<b>TOTAL SALES</b>	247
<b>TOTAL ENQUIRIES</b>	433
<b>TOTAL EMAIL</b>	2
<b>TOTAL WRITTEN</b>	0
<b>TOTAL PHONE</b>	58
<b>TOTAL FOOTFALL</b>	740

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**Agenda Item 18**

**From:** Passenger Transport [<mailto:Passenger.Transport@essex.gov.uk>]  
**Sent:** 23 September 2019 11:59  
**Subject:** Consultation service 39

Dear Stakeholder

**Consultation on Essex County Council supported journeys only Witham Town Service 39 – Monday to Saturday, operated by Stephenson's.**

Although Service 39 is operated by Stephenson's on a commercial basis, Essex County Council (ECC) provides financial support for the journeys listed below:-

- Mon-Fri 06:32 until 07:47
- Mon-Fri 18:19 until 19:38
- Sat 07:34 until 08:50
- Sat 12:34 until 12:55
- Sat 16:49 until 18:46

These journeys are failing our cost per passenger journey support, therefore, ECC is considering withdrawing these journeys with effect from **25<sup>th</sup> July 2020**.

ECC is carrying out a public consultation regarding this proposal for 6 weeks between September **23rd September 2019** and **4<sup>th</sup> November 2019**.

Please find the consultation letter attached which will be available on bus, together with the poster which will be displayed on bus. The consultation will also be available on line: <https://consultations.essex.gov.uk/iptu/service-39>

We thank you for your co-operation with informing local residents about this.

Kind Regards

Integrated Passenger Transport Unit  
Essex County Council

Email [Passenger.Transport@essex.gov.uk](mailto:Passenger.Transport@essex.gov.uk)

W: [www.essex.gov.uk](http://www.essex.gov.uk)

