



Town Hall | 61 Newland Street | Witham | CM8 2FE
01376 520627
witham.gov.uk

AGENDA

Meeting of: **Community Committee**

Date: **Monday, 23rd May 2022** Time: **7:30PM**

Place: **Council Chamber, Town Hall, Newland Street, Witham, CM8 2FE**

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	S.	Ager	(Chairman)
		J.	Williams	(Vice Chairman)
		J.	Bayford	
		C.	Jay	
		C.	Lager	
		M.	Lager	
		S.	Rajeev	
		M.	Weeks	
		R.	Williams	

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Community Committee held 28th February 2022 (previously circulated).

3. INTERESTS

To receive any declarations of interest 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.

Order Note: A maximum of 30 minutes is designated for public participation time with no individual speaker exceeding three minutes unless otherwise granted an extension by the Chairman under Standing Order 3(F) & 3(G).

5. GUEST SPEAKER

An opportunity for the Committee to hear from the selected guest speaker ahead of question and answer session.

Note: The chosen speaker for this Meeting is Sue Hughes the District based Youth Community Commissioner, Youth Services from Essex County Council.

6. ESSEX POLICE

An opportunity to receive any updates concerning local criminal matters and hear from any officers in attendance

7. COMMUNITY SPEEDWATCH

To receive a verbal report regarding Community Speedwatch.

8. TOWN CLERK'S REPORT

To receive a verbal report from the Town Clerk on matters arising.

9. COMMUNITY COMMITTEE INCOME, EXPENDITURE AND BUDGET REPORT

To receive the Community Committee Income and Expenditure report for the period up to 31st March 2022 (previously circulated).

10. 2022/2023 COMMUNITY COMMITTEE BUDGET AND CORPORATE STRATEGY

To receive the Community Committee Budget and draft Corporate Strategy for 2022/2023 ([attached](#) at page 4).

11. SILVER CINEMA

To receive a verbal report.

12. POP UP STALLS

To note the below dates of the Pop Up Stalls being held in Witham and an opportunity for Members to state their availability-

Tues 31st May **Grove Centre**

Saturday 11th June **Spa Road**

Wednesday, 15th June **Newland Street (Joint with BDC for loneliness awareness week)**

Saturday 9th July **Forest Road**

Tuesday 2nd August **TBC**

Saturday 3rd September **Grove Centre**

Tuesday October 4th **Spa Road**

Saturday 5th November **TBC**

13. GRANT AID REQUESTS

To receive a report detailing funding available ([attached](#) at page 7).

(a) St John Ambulance

To receive a grant aid request for £4,000 ([attached](#) at page 8).

(b) Big Sing Soul

To receive a grant aid request for £600 ([attached](#) at page 16).

(c) Templars' Community Association

To receive a grant aid request for £1,000 ([attached](#) at page 24).

14. SOCIAL MEDIA

To receive the Social Media report ([attached](#) at page 33).

15. EXCLUSION OF THE PRESS AND PUBLIC

TO RESOLVE That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S5) of the Local Government Act 1972.

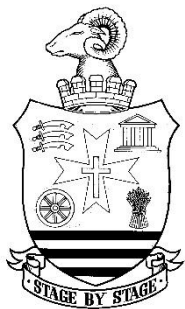
16. INFORMATION CENTRE

To receive a report from the Information Centre Manager ([attached](#) at page 34).



Nikki Smith
Town Clerk

NS/GK/17.5.2022



Community Committee

Overview of Delegated Responsibilities:

- Receive reports, recommendations and minutes from Advisory committees and Panels that may be appointed from time to time.
- All matters relating to the Council's CCTV network and general community safety.
- Management and oversight of the Council's Community Special Constable Scheme operated in partnership with Essex Police.
- Promotion of community safety awareness and advice to local citizens.
- Matters of public health.
- Matters concerning provision of community transport.
- Provision of Christmas decorations and celebrations, including Christmas Events.
- Provision of all Town Council run events.
- Matters concerning youth engagement and opportunities.
- Support and oversight of the locally led 'Silver Cinema'.
- Management of council allotments.
- Management and authorisation of the Town Council's Grant Aid Scheme.
- Oversight of the Witham Information Centre including managerial statistics, provision of services and profitability.
- Matters relating to civic celebration, one-time events and Remembrance.

The Community Committee is responsible for representing the residents of our town. As we all start living normal lives after Covid-19 the Community Committee will be working harder than ever to ensure that our residents enjoy community led events throughout the year.

The committee will also be taking an active role in reducing social isolation in our community and fostering new relationships with other organisations within Witham. We aim to encourage all groups that offer our residents a place to go to relax, to learn and to have company. We support the Silver Cinema that offers a once a month Sunday afternoon film at the Royal British Legion Hall.

Through our Information Centre we can provide information to the public on a whole range of activities available to all age groups. We will be holding pop-up stalls throughout Witham to allow people to come and ask questions of our Councillors, to report problems they may be experiencing and to pass on information regarding scams.

In addition we'll be working even closer with the police to expand our successful Community Special Constables team further to ensure successful visible policing on our streets.

Advisory Committees that report to this committee are:

- **Improving Healthcare Facilities Working Group**
(Scrutiny of healthcare infrastructure in Witham)
- **Queen's Jubilee Working Group**
(Celebration of the Queen's Jubilee)



Councillor Susan Ager

Chairman of Community Committee

Members of the Community Committee for 2022/2023 are:

Cllr S. Ager (Chairman)
Cllr J. Williams (Vice-Chairman)
Cllr J. Bayford
Cllr C. Jay
Cllr C. Lager
Cllr M. Lager
Cllr S. Rajeev
Cllr M. Weeks
Cllr R. Williams

**Objective:
CCTV Expansion**

The Committee will consider the potential expansion of the Town Council controlled CCTV network working in partnership with Essex Police and Braintree District Council.

**Objective:
Special Constables Recruitment**

The Council will continue to drive forward its successful Special Constable Recruitment programme in partnership with Essex Police to increase the total number of active constables to eight.

**Principle:
Town Council Allotment Management**

The Committee will preside over the Town Council's allotments working in partnership with the Allotment Association identifying improvements to current sites and securing the ownership of new areas.

**Objective:
Community Engagement**

The Committee will actively seek to engage with a wide range of members of the community through its programme of events and member led pop up Stalls, paying particular attention to those who are hardest to reach.

**Objective:
Celebrating our the Local Community**

The Committee will preside over the implementation of the Council's approved "Pride in the Local Community Report" which will introduce new town wide competitions and herald the return of the historic market Town Crier.

**Objective:
Artefact Donation Scheme**

The Council will evaluate its current Artefact Donation Scheme for improvement and extension opportunities to include the active documenting and archiving of Witham's local history for future generations.

**Principle:
Business & Group Engagement**

The Committee will explore new opportunities and partnerships with key bodies such as Witham Industrial Watch and take greater steps to ensure these organisations are fully supported by the Town Council in their endeavours.

**Objective:
Tackling Social Isolation**

The Committee will work to identify ways the council can reduce loneliness and isolation for all citizens, regardless of age and gender.

**Principle:
Healthcare Facilities in Witham**

The Council will continue to lobby for expanded capacity and improvements to primary care and NHS services in Witham and actively engage with the Clinical Commissioning Group and partners for the development of a new health facility in Witham.

COMMUNITY COMMITTEE BUDGET FOR 2022/2023

Information Sales Income	75000
Puppet Festival Income	1500
Christmas Events	500
Dog Show	500
Total Income	83500
Community Team - Salaries & Employer N.I & LGPS	61900
Town Clock	1300
Christmas Decorations	10600
Information Centre Stock	65000
Information Centre Advertisement & Administration	3000
Community Grant Aid	15000
Citizens Advice	10000
CCTV	8000
Community Safety	2500
Community Special Constables Expenses	5000
Community Special Constable Recruitment	1000
Other Community Support	1500
Witham Festival	18000
Remembrance	1200
Witham Dog Show	2000
Halloween Event	2000
Christmas Events & Tree	3000
Queen's Jubilee Event	7000
Easter Trail	1500
New Events & Events Improvement	1500
Silver Cinema	2000
Overhead Expenditure	223000



ITEM NO: 13

Officer Report: Grant Aid Requests

Issue:

At the Estimates Sub-Committee Meeting the following grant aid budget for 2022/2023 was agreed –

Community Grant Aid - £15,000

There are three Grant Aid requests to consider this evening –

St John Ambulance - £4,000

Big Sing Soul - £600

Templars Community Association - £1,000

Totalling £5,600.

Advice:

For Members to consider each grant on its merits.

[Back to Agenda](#)

Agenda Item 13(a)

GRANT FUNDING SCHEME APPLICATION FORMContact Details

1.	Name of your organisation	FRIENDS OF WITHAM ST. JOHN C.I.C
2.	Primary contact name	PAULA FRANKLIN
3.	Primary contact telephone number	01376 516189
4.	Primary contact address	2 AUGUSTUS WAY WITHAM CM8 1HH
5.	Primary contact email address	paula-franklin paula-franklin@live.com
6.	Position within the organisation	FUND RAISER

Financial Background

7.	Please state the nature of your organisation (circle those that apply) and include a copy of the minutes of your latest AGM.	<input checked="" type="checkbox"/> Voluntary organisation <input type="checkbox"/> Sports Organisation <input checked="" type="checkbox"/> Not for Profit Organisation <input type="checkbox"/> Welfare Organisation <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Other (please specify).....
8.	Organisation Address	15 POWERS HALL END SPRING LODGE CM8 2HE WITHAM
9.	Registered charity number if applicable	
10.	What year was your organisation formed?	2022
11.	Please describe the main activities of your organisation and any services you provide to the community	TO MANAGE THE HALL SO THAT THE WITHAM DIVISION OF ST. JOHN AMBULANCE CAN SERVE THE COMMUNITY
12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	4 VOLUNTEERS
13.	Does your organisation have a registered bank account in its name?	setting up

14.	What is your organisations average yearly income?	£1200 SPOT HIRE RENT FROM ST. JOHN AMBULANCE
15.	What is your organisations average yearly outgoings?	approx £3880 - £4000
16.	Have you applied for a grant from Witham Town Council in the past? If so when and how much?	No

Project Details

17.	Project title	FRIENDS OF WITHAM ST. JOHN C.I.C
18.	Project location	15 POWERS HALL END SPRING LODGE. WITHAM CM8 2HE
19.	Anticipated start and finish date	23rd MAY 2022
20.	Description of project	To manage the building costs so that the Division can return to the former HQ
21.	What evidence do you have that this project is needed by the local community?	The community needs a functioning Division of St. John Ambulance where their training equipment is under one location and training sessions to the public may be undertaken

22.	The council prioritises applications that meet one or more of the criteria detailed in the accompanying policy. Please explain all those you meet and why?	<p>We are a Voluntary Organisation who are a Welfare Organisation Not for Profit Organisation We live in Witham We have raised 25% cost of the Project</p>
23.	If the project reaches fruition what will the benefit be to the local community?	<p>The Division will resume training with an active Cadet Division using their purpose built facilities</p>
24.	How will you ensure sustainability of the project?	<p>By Fundraising and Spot-rent from St. John Ambulance National H.Q</p>

25.	How will you measure success?	The fact that the Division are in Occupancy again of their purpose-built H.Q. and Training continues
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Funding Specifics

26.	What is the total project cost?	£4000 – £5000
27.	Please state the total amount of grant required from Witham Town Council	£4000
28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	<p>Insurance Policy - annual to cover - Directors & Officers Errors & Omissions Public Liability approx £500</p> <p>Also need contents ins for fridge, tables, chairs, Filing Cabinets, carpets etc possibly £200-£300</p> <p>Utilities incl. servicing Boiler & Fire Extinguishers</p> <p>Contingency for Repairs & possible buildings cover as attached</p> <p>SJA have not provided us with current utility bills.</p>

29.	How much has been raised so far for this project?	£1200
30.	Please detail any funding that will be given 'in kind'	The committee will not claim expenses & will maintain the the premises, i.e. ensure that the premises are safe at all times, check roof. (one committee member is a less Adjuster)
31.	Please give details of how the balance of funding required will be sourced	By Fundraising and Grant Applications
32.	How many people will benefit from this funding being given, both directly and indirectly	The local & wider community

Public Engagement

33.	How do you publicise the services you offer?	Covering all local events & non-local. Publishing details of First Aid Courses
34.	How will you make sure that your project reaches its intended targets	Monitor Very Closely Regular Committee Meetings Fundraising committee and Propose Targets

Referees

35.	Please include the names and addresses of two independent referees who are not members of your organisation but know of the group	<p>Reference 1 Mr. Rodney Bullum Chairman of The Rotary "Grassmere" Stevens Road, Witham CM8 2JE</p> <p>Reference 2 Mr. Roger Hart Notar, Solicitor, 24 Collingwood Road, Witham CM8 2DZ.</p>
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I understand that if the project changes in any way, I must inform the Deputy Town Clerk immediately.

I understand that if a completed project review report is not sent to the Deputy Town Clerk within 6 months of receiving funding that I may be required to repay all monies received.

I am authorised to make this application on behalf of the applicant organisation and confirm that I have read, understood and accept the stipulations listed above and that the information provided in this application is accurate.

Name Paula Franklin PAULA FRANKLIN

Position within the organisation Fundraiser

Telephone number 01376 516189

Email address paula.franklin@live.com

Signature P. Franklin

Sent from my iPhone

Begin forwarded message:

From: Sharon Sinfield <[redacted]>
Date: 9 February 2022 at 16:55:19 GMT
To: Paula Franklin <[redacted]>
Subject: Insurance

Hi Paula,

Many thanks for your email, so sorry to hear that you have been so poorly and I hope that they can get everything sorted soon.

Myself and colleagues had a quick chat about the SJA situation, we think that Hiscox are the best option. I have attached one of their Summary of Cover documents which I think will do the trick. When you go on line you select the covers that you need, Prof Indemnity/D & O and Public Liability etc.

As an indication, one of my colleagues organised a policy for themselves quite recently with Hiscox, as they set up a committee on their housing development where there was shared access to their garages etc and so a potential PL risk.

Regarding a premium indication, they have chosen the below covers and are paying £382.00 per annum which seems very reasonable. In view of the use of the premises it may be that Hiscox would charge more and so to be on the safe side I would probably indicate costs in the region of £500.

Prof Indemnity	£ 250,000
D & O	£ 250,000
Public Liability	£1,000,000

I look forward to seeing you soon,

With love and best wishes

Sharon

**Sharon Sinfield – Cert CII
Account Executive**

Building costs**Monthly**

Electricity
Gas
Water
Sewerage

Essex & Suffolk Water
Anglian Water

yearly?
£500
£500
£400
£400

Annually

Insurance
Fire Extinguishers
Boiler

Bricks and Content
Service
Service/Break down

£800
£300
£480

Contingency

Major repairs
Minor Repairs

£300

General building cleaning/rubbish

£200
~~£3880~~ £3880

Possible total £3,480

Money input

Spot rent Adults

From SJA

£50 x 52 = 2,600

Friends of St John
[to be set up]

Fund raising

Annually = +/- 1,000

X Possible Hire by outside group (*unlikely to be allowed by BDC.*)

Annually = +/- 2,600 X

General Maintenance duties
[carried out by Division/Friends of]

Total possible £6,200

Possible return of cadets

Spot rent

£40 x 52 = £2800
Second total £8280

Domestic
Our house gas & electric £2000 per annum
+ water/sewage
Public Liability?

Agenda Item 13(b)

**GRANT FUNDING SCHEME APPLICATION FORM****Contact Details**

1.	Name of your organisation	The BIG Sing SOUL
2.	Primary contact name	Miss Sandra Cole
3.	Primary contact telephone number	07713326851
4.	Primary contact address	6 Highlands Drive, Maldon, Essex CM9 6HX
5.	Primary contact email address	sandra@bigsingsoul.org.uk
6.	Position within the organisation	Charity Manager

Financial Background

7.	Please state the nature of your organisation (circle those that apply) and include a copy of the minutes of your latest AGM.	Not for Profit Organisation (We are a project managed by the charity Imagine the Day LTD)
8.	Organisation Address	The Rock, International Drive, Solihull, West Midlands B90 4WA
9.	Registered charity number if applicable	1100673
10.	What year was your organisation formed?	2016
11.	Please describe the main activities of your organisation and any services you provide to the community	Provide sessional singing workshops to take uplifting, inspirational and motivational music to groups of children and vulnerable adults to bring them the joy of singing together free from financial burden. We want social inclusion so benefitting the whole community regardless of age, sex, religion, race and ability.
12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	One staff member (me) 30 volunteers who support me with fundraising
13.	Does your organisation have a registered bank account in its name?	Yes The BIG Sing SOUL Sort code 309191 Account 26557860

14.	What is your organisations average yearly income?	£15,000 (£25K pre covid)
15.	What is your organisations average yearly outgoings?	£25,000
16.	Have you applied for a grant from Witham Town Council in the past? If so when and how much?	No

Project Details

17.	Project title	Intergenerational Project with nurseries and care homes
18.	Project location	Witham
19.	Anticipated start and finish date	May 2022-April 2023
20.	Description of project	<p>£900 will fund the cost of sending a BIG Sing tutor to deliver 5 x 30 minute singing workshops in 6 nurseries/pre-schools in Witham and then take the children to sing with the residents of their local care home to bridge the gap between generations and unite the community to build confidence, improve wellbeing and promote happiness.</p> <p>Each nursery costs @ £150 and we want to deliver 6 of these in Witham.</p>
21.	What evidence do you have that this project is needed by the local community?	<p>We have delivered many of these projects since our charity began 5 years ago. Throughout covid we had to suspend them and in order to provide support we developed some online Tiny Sing pre-recorded video resources and some Singalong music resources for Care Homes. We have received requests from new nurseries/care homes as well as ones we have been in before to go back and deliver face to face workshops. You cannot beat the face to face interaction!</p>
22.	The council prioritises applications that meet one or more of the criteria detailed in the accompanying policy. Please explain all those you meet and why?	<p>We want to invest in young people and by introducing the benefits of singing at an early age the children are encouraged to express themselves and feel more confident before they start school.</p> <p>The children will learn about keeping a steady beat and making coordinated movements; skills that are critical to maths and reading later on and which support The Readiness for Schools Programme.</p> <p>This project benefits children using music/actions to encourage communication/language development, physical development, expressive art and increase their social/emotional development with their peers</p>

28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	We use FTHP LTD who manage and train the Tiny Sing Tutors to deliver these expert led workshops. £150 for 5 x 30-minute Tiny Sing workshops. There is no one else offering this service.
29.	How much has been raised so far for this project?	We have reserved £150 from raffles to deliver a project in Rivenstars Early Education Ltd a nursery in Witham to kick start the project off this month.
30.	Please detail any funding that will be given 'in kind'	We are launching a crowdfunding page next month to seek further funding to extend the project.
31.	Please give details of how the balance of funding required will be sourced	Crowdfunding/Choir fundraising
32.	How many people will benefit from this funding being given, both directly and indirectly	Based on average of 30 children in a nursery, 30 residents in a care home plus the nursery practitioners/carers. Across 6 nurseries this equates to 180 children, 80 practitioners, 180 care home residents

Public Engagement

33.	How do you publicise the services you offer?	We are in the process of developing a crowdfunding promotional video to be launched at The BIG Fest concert in front of an audience of 500 people on 22 May 2022. BIG Sing Choir members Website Facebook over 10,000 followers Twitter/Instagram Occasional editorials Emails to nurseries/care homes in Witham
34.	How will you make sure that your project reaches its intended targets	We organise the project direct with the Tiny Sing tutors and the nursery/care home to ensure it is delivered to our standards.

Referees

35.	Please include the names and addresses of two independent referees who are not members of your organisation but know of the group	Reference 1 Miss Janice Bellman 1 Marshall Close, Feering, Colchester, CO5 9LQ Reference 2 Mrs N Wiseman Latchingdon Pre School, C of E Primary School, the Street, Latchingdon, Essex. CM3 6JS
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		<p>and the older generation which underpin Early Years Foundation Stage.</p> <p>Improving services for older people Music improves health and wellbeing as it aids memory recall, encourages participation and brings joy.</p>
23.	If the project reaches fruition what will the benefit be to the local community?	<p>For the residents it forms friendships, eases loneliness, depression, grief and illness, improves their memory recall to bring joy a smile and make them feel happier.</p> <p>The children will have been exposed to the Arts at an early age and be encouraged to express themselves and to gain confidence in to socially interact with their elders as the norm.</p> <p>See the projects in action in these video clips. https://youtu.be/jaEhr3masDA https://youtu.be/uBx2Llqe4YM https://youtu.be/wYOaWxzAcFw</p>
24.	How will you ensure sustainability of the project?	<p>We continually fundraise with our BIG Sing volunteers socially with raffles, community days, quizzes, music nights etc.</p> <p>We have a set of online resources which are FREE to all nurseries and Care Homes which can be used over and over again – the nurseries can use these to teach the children after we have delivered the workshops as they will have been taught how to engage the children in music to continue to embed the routine of singing together.</p>
25.	How will you measure success?	<p>We have a feedback survey form which we send to the nurseries and care homes post the workshops. We encourage pictures and videos to be captured where GDPR/parental consent is given.</p>

Funding Specifics

26.	What is the total project cost?	£900 Any additional monies will result in us increasing the number of nurseries and care homes which we can support. Each intergenerational project is £150 for 5 sessions.
27.	Please state the total amount of grant required from Witham Town Council	£600

I understand that if the project changes in any way, I must inform the Deputy Town Clerk immediately.

I understand that if a completed project review report is not sent to the Deputy Town Clerk within 6 months of receiving funding that I may be required to repay all monies received.

I am authorised to make this application on behalf of the applicant organisation and confirm that I have read, understood and accept the stipulations listed above and that the information provided in this application is accurate.

Name: Sandra Cole

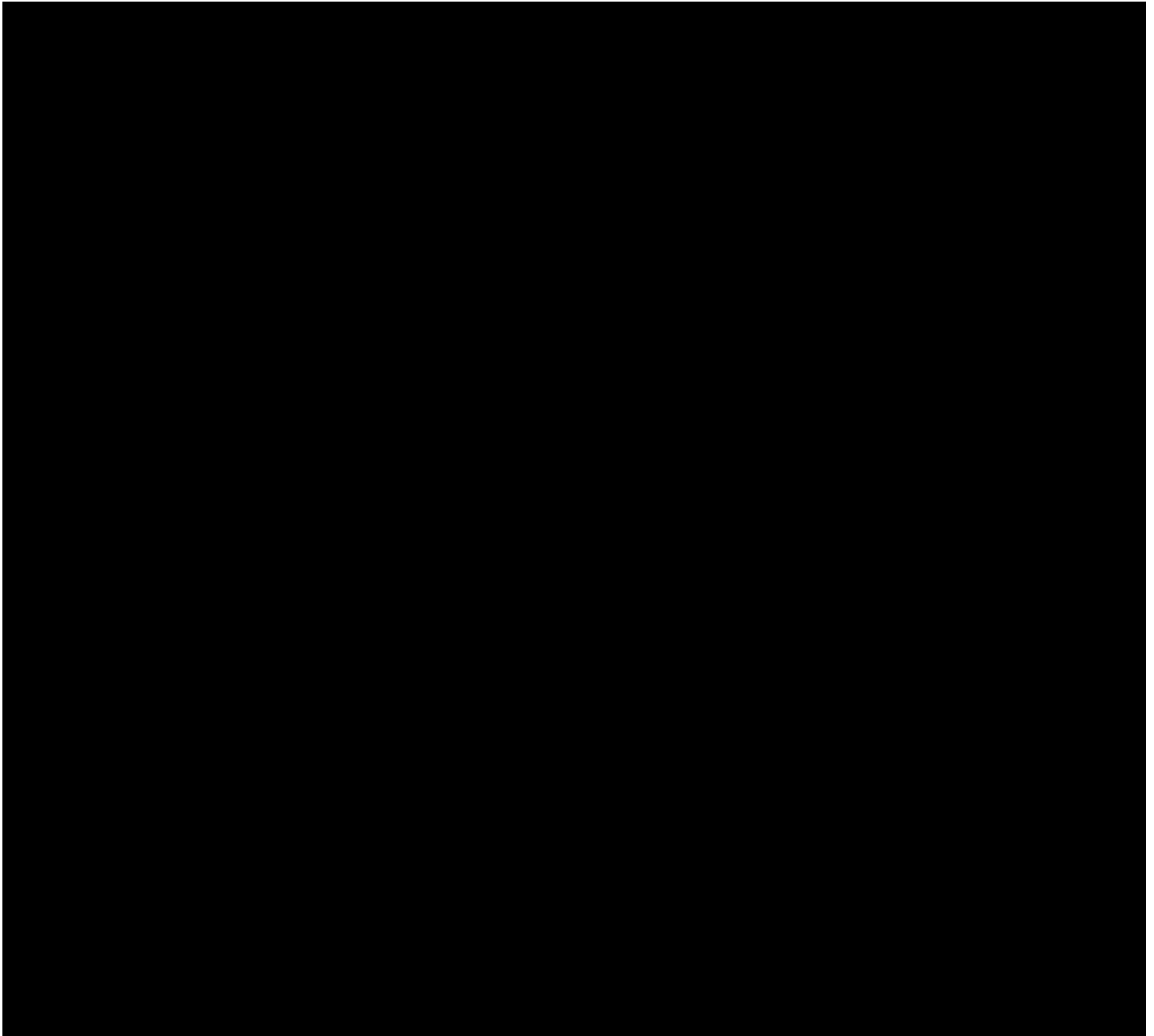
Position within the organisation: Charity Manager

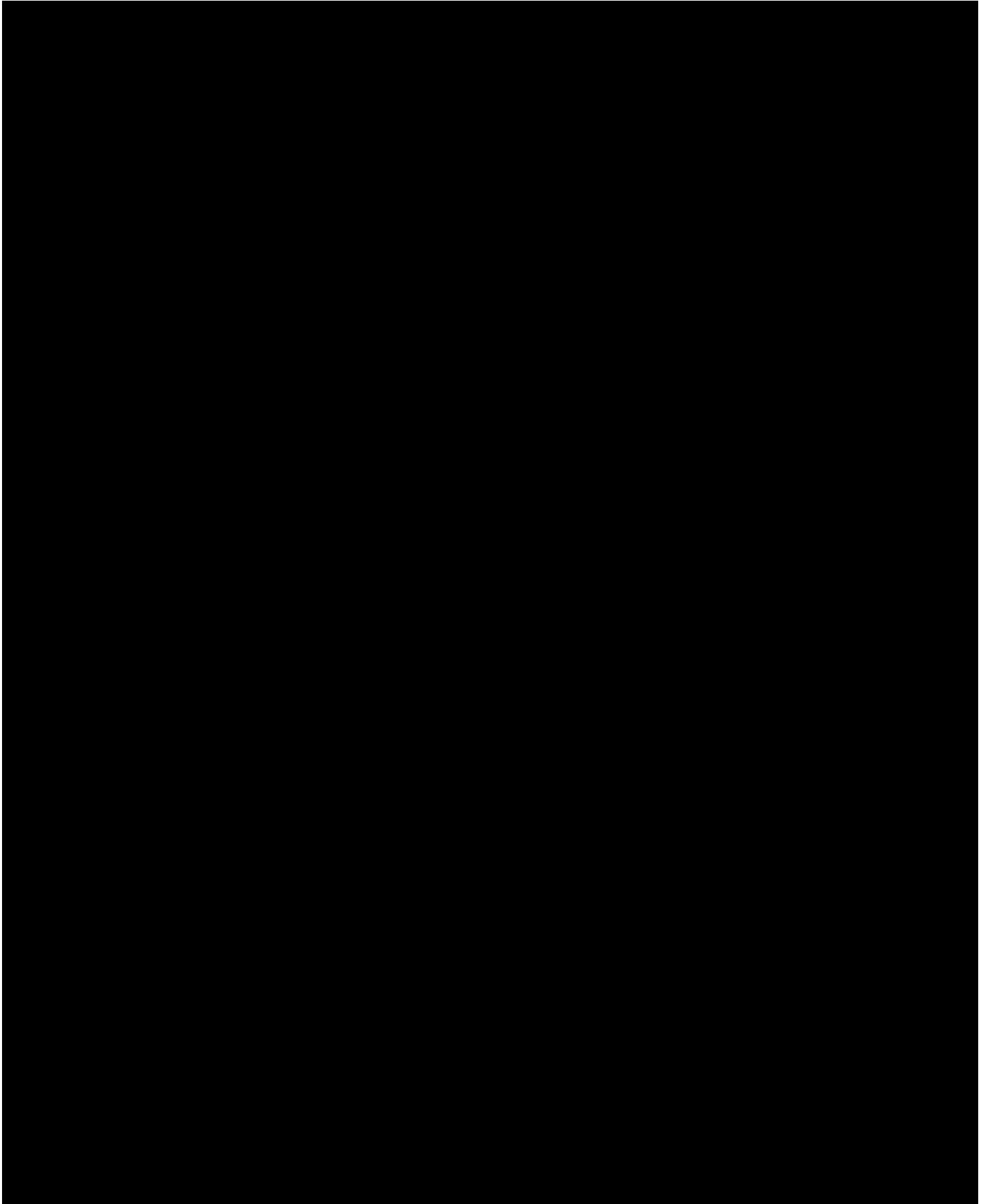
Telephone number: 07713326851

Email address: sandra@bigsingsoul.org.uk



Signature: _____





from the heart productions			INVOICE	
VAT No: 252 3263 29 Company No: 07067029 66 Sheepcote Drive, Long Lawford Rugby, Warwickshire CV23 9FG Phone +44 (0) 1376 512292 www.fromtheheartproductions.co.uk www.big-sing.com info@big-sing.com			INV DATE: 12 April 2022 INVOICE # FHP 798	
TO: Rivenstans Early Education Ltd Rear of Rivenhall Village Hall Church Road Rivenhall Witham Essex CM8 3PQ				
DESCRIPTION	Rate	Days	AMOUNT	
BIG Sing Workshops for SOUL 5 x 30 min TINY Sing Sessions Thursday's 28 April, 5, 12, 19, 26 May 11.15-11.45am	30.00	5	£150.00	
BACS PAYMENT NEW DETAILS: Account Details: FROM THE HEART PRODUCTIONS LTD Sort code: 09-02-22 Account number: 10801721 Bank: Santander Corporate & Commercial			SUBTOTAL £150.00 VAT £30.00 TOTAL £180.00	
Payment due within 14 days of Invoice date Make all cheques payable to 'From The Heart Productions Ltd' Overdue accounts subject to a service charge of 1% per month.				

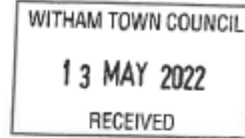
THANK YOU FOR YOUR BUSINESS!

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Agenda Item 13(c)



Witham
town council



GRANT FUNDING SCHEME APPLICATION FORM

Contact Details

1.	Name of your organisation	Templars Community Association
2.	Primary contact name	Melanie Larke
3.	Primary contact telephone number	07816 783617
4.	Primary contact address	75 Rickstones Road Witham CM8 2NE
5.	Primary contact email address	mellarke@aol.com
6.	Position within the organisation	Treasurer

Financial Background

7.	Please state the nature of your organisation (circle those that apply) and include a copy of the minutes of your latest AGM.	Voluntary organisation Not for Profit Organisation Community Group There has been no AGM since covid due to restrictions
8.	Organisation Address	The Hut (Community) Shaw Road, Witham Cm8 2RP
9.	Registered charity number if applicable	N/A
10.	What year was your organisation formed?	1984/85
11.	Please describe the main activities of your organisation and any services you provide to the community	As a committee our main aim is to bring our community together – this includes holding fun days/ liaising with residents to find out what could make our estate a better place to live and helping to move their ideas forward where possible/ help with signposting our community to the right organisations for their needs/ bringing a strong

		voice to Eastlight Community housing and BDC with how they can help improve the Templars Estate
12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	Seven committee members
13.	Does your organisation have a registered bank account in its name?	Yes
14.	What is your organisations average yearly income?	2021/22 £10,091:08
15.	What is your organisations average yearly outgoings?	2021/22 £7,321:62 – but out of the remaining £2,470 is allocated for litter wardens and £1060:00 is allocated for upcoming Jubilee fun day
16.	Have you applied for a grant from Witham Town Council in the past? If so when and how much?	Around 2012 Witham Town Council generously donated £500 for residents to receive a Free meal of Sausage & Chips at our Christmas Event. (this may of been 2011 or 2013)

Project Details

17.	Project title	Planting established Trees – working together with Witham Tree Group
18.	Project location	The Park Area – Court Nine Templars Estate
19.	Anticipated start and finish date	All work will be carried out in Autumn 2022 – Witham Tree Group will continue to help us get these trees established for a further year

20.	Description of project	<p>Working along side with the Witham Tree Group we would like to add additional trees into our park area on the estate - this area is the Hub of our community where our local shops and children's play area are located and the main walkways for this estate run through here</p> <p>Depending on funding raised, consultation, permission, and searches for utilities we are looking at having possibly up to 20 trees planted in this area. Each tree will originally be 6-7ft tall and fitted with a cage around it to help protect it from pests and vandalism. Witham Tree Group will then help us to nurture these trees for a year once planted. Varieties of trees to be planted will be carefully considered by Witham Tree Group prior to planting.</p>
21.	What evidence do you have that this project is needed by the local community?	<p>Since the Templars Estate was first built in late 1969 we have seen a huge increase in population, Five further schools added (many of which have already been increased since being built), builders are building more houses around us in both Conrad and Rickstones roads plus there is a vast increase in the amount of traffic that pass/visit/reside in this area. Many of the original trees that were planted on this estate when built, have sadly been removed as the advice given on trees at that time did not consider the size and damage they were to cause at a later date.</p> <p>With all the recent building work we have seen many of the trees, shrubs and green spaces being lost to make way for the expansion happening around us.</p> <p>Climate change is affecting us all and as each year comes, we are noticing this more and more; Summers will continue to become hotter and more and more people could have their skin/lives damaged by the harmful rays of the sun– not only will the trees help provide natural shelter from the sun they will also help with the pollution that is building up around this small estate</p> <p>I think it is fair to say that no other area locally is surrounded by as many schools as this small estate is.</p>

22.	<p>The council prioritises applications that meet one or more of the criteria detailed in the accompanying policy. Please explain all those you meet and why?</p>	<p>Regeneration – the trees will help improve the look of our estate (this estate is often referred to as a concrete jungle); it is also a known fact that when people move home, they prefer areas with green spaces.</p> <p>Community Health – these trees will help increase our oxygen, store the carbon fumes, give us protection from the sun and encourage wildlife to habitat</p> <p>Community Safety – Provide shelter from the rays of the sun</p> <p>Lifelong learning – by adding more trees to this estate it will help teach more residents about the importance of having trees around us</p> <p>Community development – these trees will change the current look of our estate and will add such benefits to the little green space around us.</p> <p>Environmental sustainability – help increase the oxygen and decrease our carbon footprint</p>

23.	If the project reaches fruition what will the benefit be to the local community?	<p>The benefit of this project is that stakeholders will have access to cleaner air, more protection from the sun's harmful rays, more foliage will be added to our greenspace to enhance residents' moods</p> <p>These trees will not just benefit the residents of today but hopefully for many more generations to come</p>
24.	How will you ensure sustainability of the project?	<p>For the first year of planting the Templars Committee will work alongside with Witham Tree Group to ensure these trees are regularly watered and protected. As all committee members live on this small estate, we will do our utmost and encourage residents to help ensure these trees are not vandalised</p>
25.	How will you measure success?	<p>By watching these trees become established</p> <p>Asking the residents views on whether they feel the trees have enhanced their mood when they frequent the area</p> <p>Watching people use the trees for shelter from the sun</p> <ul style="list-style-type: none"> • The benefits of cleaner air and reducing our carbon footprint are harder for us as a committee to measure but we all know this WILL happen

Funding Specifics

26.	What is the total project cost?	I have been given a rough estimate from Witham Tree Group that an approximate cost of each 6 -7ft tree is around £150 - £250 We are looking at planting up to 20 trees max depending on funding
27.	Please state the total amount of grant required from Witham Town Council	We really would appreciate any amount that you could spare us Ideally £1000 would give us funding to purchase 4 – 6 trees
28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	Unfortunately, as we are going through the Witham Tree Group, we are unable to supply 2 quotes. I am sure Witham Town Council have seen a few of the projects that the Tree Group have already done around Witham (Forest Road last Autumn and Hatfield Road Estate the year prior). We have been asked to source funding to help make this project happen on Templars Estate
29.	How much has been raised so far for this project?	This week I have confirmation from our local Green Party councillors Michelle Weeks and Steve Hicks that they are sure that they can give us some funding for this project – they are getting in touch with Governance at BDC before confirming an amount they can donate
30.	Please detail any funding that will be given 'in kind'	All funding will be grants

31.	Please give details of how the balance of funding required will be sourced	We are applying for any grants that we can find to help us fund this: Witham Tree Group is also looking at Grants/funding that they can get to help us
32.	How many people will benefit from this funding being given, both directly and indirectly	<p>There are appropriately 440 houses built on the Templars, plus there are two shops and five schools that surround the estate (Templars Primary and Nursery school, Elm Hall Primary School, New Rickstones Academy -plus the sixth form that has changed its location, Southview and Honey Bears Nursery); hundreds of these children walk through our estate on an average school day, plus we are lucky to have a decent child's play area and a basketball court where many children come to play with or without their parents.</p> <p>As a rough guess I would expect it's fair to say possibly a couple of thousand people will benefit from this project daily</p>

Public Engagement

33.	How do you publicise the services you offer?	<p>We publicise ourselves by hosting regular events (such as Halloween Event/Christmas light competition and our forthcoming Fun day)</p> <p>We have a Facebook Group page – Templars community page which we encourage residents to join</p> <p>Since covid we regularly collaborate a newsletter (we now have a mailing list for this to be sent electronically) informing residents of what is happening around our estate</p> <ul style="list-style-type: none"> - As a community we have a very successful and established Community associations
34.	How will you make sure that your project reaches its intended targets	<p>We have chosen the Park area as this is the Hub of our small estate, most people travelling by foot on the estate will pass through this area so we know this will be correct location to add additional trees</p>

Referees

35.	Please include the names and addresses of two independent referees who are not members of your organisation but know of the group	<p>Reference 1</p> <p>Mark Garnham Eastlight Community Housing</p> <p>Reference 2</p> <p>Special Constable Simon Jesse Braintree Police</p>
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I understand that if the project changes in any way, I must inform the Deputy Town Clerk immediately.

I understand that if a completed project review report is not sent to the Deputy Town Clerk within 6 months of receiving funding that I may be required to repay all monies received.

I am authorised to make this application on behalf of the applicant organisation and confirm that I have read, understood, and accept the stipulations listed above and that the information provided in this application is accurate.

Name -Melanie Larke

Position within the organisation - Treasurer

Telephone number- 07816 783617

Email address – mellarke@aol.com

Signature – 

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ITEM NO: 14

Officer Report: Social Media Report – 1st November 21-31st January 22

Issue:

The most popular posts on social media in the last 3 months have been:

Facebook: Our Jubilee event post from February – 199

Instagram: Refurbished clock showing correct time – 31

Twitter: Community Special Constable report for February - 62

The posts that reached the most people through the algorithms of social media:

Facebook: Our dog show event post in March – 21K

Instagram: Refurbished clock showing correct time – 322

Twitter: Essex Police community beat surgery – 1.3K

Traffic on our social media pages:

Facebook visits: 2,296 New followers: 113 Total Followers: 2,255 People reached: 36K

Instagram visits: 189 New followers: 26 Total Followers: 588 People reached: 503

Twitter visits: 2,267 New followers: 20 Total Followers: 203 People reached: 8.7K

I have increased our posts on Twitter, which will make our feed considerably fuller. Where possible, posts are shared to all three media, but tweets and Instagram posts are not always possible for the content we are posting. Twitter is limited by number of characters and Instagram must contain a picture of a certain shape.

Advice:

To receive & note

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