

Witham Town Council

Town Hall
Newland Street
Witham
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AGENDA

Meeting of: **Town Council**

Date: **Tuesday, 2nd May 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	P.	Horner	(Town Mayor)
	Mrs	J.	Williams	(Deputy Town Mayor)
		P.R.	Barlow	
		J.C.	Bayford	
		L.D.	Campbell	
		J.C.	Goodman	
	Mrs.	J.A.	Kempf	
	Mrs	A.	Kilmartin	
		M.C. M	Lager	
	Mrs	S.C.	Lager	
	Mrs	J.M.	Money	
		T. A.	Pleasance	
		R.P.	Ramage	
		W.J.	Rose	
		P.M.	Ryland	
		R.	Williams	

APOLOGIES

1. MINUTES

To receive the Minutes of the Meeting of the Town Council held 6th March 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. **TOWN CLERK'S REPORT**

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

5. **BRAINTREE DISTRICT COUNCIL**

To receive a report regarding the lack of response to enquiries made of Braintree District Council ([attached](#)).

6. **TOWN MAYOR'S ENGAGEMENTS**

To receive details of the Town Mayor's Engagements ([attached](#)).

7. **COMMITTEE REPORTS**

(a) **Community Committee Meeting held 3rd April 2017**

Minutes 86 – 99 (inclusive).

(b) **Environment Committee Meeting held 20th March 2017**

Minutes 83 – 95 (inclusive) and 97 & 98.

(c) **Policy and Resources Committee Meeting held 18th April 2017**

Minutes 93 – 109 (inclusive).

Minute 99 – Procedure/Housekeeping Matters

To receive the following recommendation that further to the Town Council Meeting of 30th August 2016, Minute 40, that all documents required for Local Council Award Scheme Foundation Level, be listed in full -

RECOMMEND TO TOWN COUNCIL That the information be received and the following items achieved and on the Town Council website –

- Town Council's Standing Orders and Financial Regulations
- Town Council's Code of Conduct with a link to Councillor's registers of interests
- Town Council's Publication Scheme

- Town Council's last Annual Return
- Transparent information about Town Council's payments
- A calendar of all Town Council Meetings including the Annual Meeting of electors
- Minutes for at least one year of full Town Council Meetings, Committee and Sub-Committee Meetings
- Current Agendas
- Budget and precept information for the current or next Financial Year
- Town Council's complaint procedure
- Town Council contact details and Councillor information in line with the Transparency Code
- Town Council's Action Plan for the forthcoming year
- Evidence of consulting the community
- Publicity advertising Town Council's activities
- Evidence of participating in town and country planning.

Minute 105 – Academy Governor

To consider the request from Templar Academy/Powers Hall Academy.

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.

8. STREET NAMING

To receive a report (attached).

9. COMMITTEE REPORTS (Continued)

(a) **Environment Committee Meeting held 20th March 2017**

Minutes 96 and 99.

(b) **Policy and Resources Committee Meeting held 18th April 2017**

Minutes 110 and 111.

Minute 110 – Other Contractural and Staffing Matters

To receive correspondence (attached).

10. PUBLIC DOMAIN

To consider whether any item discussed in Private Session should be moved into the Public Domain.

A handwritten signature in black ink that reads "Mark Squire". The signature is written in a cursive style with a large initial 'M'.

Mark Squire
Town Clerk

MS/GK/25.4.2017

Witham Town Council

BRAINTREE DISTRICT COUNCIL

Agenda Item 5

Background Papers:

Minute 135 of the Planning Applications & Transport Sub-Committee Meeting held 18th April 2017 refers.

Summary:

The Deputy Town Clerk advised Members at the Planning Applications & Transport Sub-Committee Meeting that Braintree District Council had failed to acknowledge receipt of his request sent on 6th April 2017 that a Planning Officer attend a future meeting to advise on the policy of materials to be used in a Conservation Area. Since that time a response has been received.

The Deputy Town Clerk had advised that there were a number of outstanding issues to which the District Council had failed to respond within a timely fashion. When raising the issue to Braintree District Council, Customer Service Representatives pointed towards the standard customer service guidelines such as the protocol for answering phone calls within a certain time frame.

It is the view of the Deputy Clerk that Witham Town Council is not a customer of Braintree District Council, but is in fact a Local Government Authority and should be respected as such. It was established that there is no clear protocol for cross-authority communications and that recently on a number of matters carried out by Witham Town Council's working groups and committees, there has been a distinct lack of urgency in establishing any partnership working to resolve the issues identified by Witham Town Council, in particular the work of the Task & Finish Group on Section 106 matters.

06.04.2017 - Letter sent regarding Conservation Area Clarity from Planning Committee

21.04.2017 - Response received which provided policy but did not respond to request for a planning officer to attend a committee meeting. (16 days after first request)

30.03.2017 - S106 Report sent to Corporate Director, Braintree District Council.

10.04.2017 - Acknowledgement of report being received with response to follow.

19.04.2017 - Email sent requesting formal response to report findings.

25.04.2017 - Response not yet received at date of report (27 days ongoing)

07.02.2017 - S106 Member queries sent to Principal Planning Officer

14.02.2017 - Email sent requesting a response to the queries.

20.02.2017 - One query answered, one left unresolved.

30.03.2017 - Final query resolved (52 days after first request)

Advice:

Members have asked that this matter be discussed by Town Council

JS/GK/25.04.2017

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Agenda Item 6

TOWN MAYOR'S ENGAGEMENTS

7 MARCH 2017 TO 14 MAY 2017

COUNCILLOR PATRICK HORNER

12 March 2017	Civic Service	Hosted the Civic Service at St Nicolas Church with refreshments after in the Church Hall.
13 March 2017	Witham Horticultural Society	Attended the Presentation Evening at the Public Hall.
15 March 2017	High Sheriff's Awards	Attended the Award's Ceremony at Hylands House.
31 March 2017	Holdfast AGM	Attended the Meeting at the United Reformed Church.
1 April 2017	Carnival Association	Attended the Carnival Queen and her Court Selection Evening at Maltings Academy.
4 April 2017	BDVSA	Attended the Awards Ceremony at Causeway House.
26 April 2017	WAOS	Attended the production of "Return to the Forbidden Planet" at the Public Hall.
29 April 2017	Sponsored Walk	Took part in the Mayor's Appeal "Town Hall to Town Hall Walk".
30 April 2017	Witham Community Ass.	Attended the Family Fun Day at Spring Lodge.
13 May 2017	Festival of Dance	Attended the Exercise, Movement and Dance event at Maltings Academy.
14 May 2017	Halstead Civic Service	Attended the Civic Service at the Holy Trinity Parish Church in Halstead.

COUNCILLOR JOANN WILLIAMS

29 April 2017

Sponsored Walk

Took part in the Mayor's Appeal "Town Hall to Town Hall Walk".

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