



Town Hall | 61 Newland Street | Witham | CM8 2FE  
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## AGENDA

### WITHAM TOWN COUNCIL

Date: **Monday, 20<sup>th</sup> March 2023** Time: **7:30 p.m.**

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	J.	Bayford	(Town Mayor)
		J.	Goodman	(Deputy Town Mayor)
		S.	Ager	
		K.	Atwill	
		P.	Barlow	
		P.	Heath	
		S.	Hicks	
		C.	Jay	
		A.	Kilmartin	
		C.	Lager	
		M.	Lager	
		T.	Pleasance	
		S.	Rajeev	
		M.	Weeks	
		J.	Williams	
		R.	Williams	

#### **1. APOLOGIES FOR ABSENCE**

To receive and approve apologies for absence.

#### **2. MINUTES**

To receive the Minutes of the Meeting of Town Council held 21<sup>st</sup> February 2023 (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.

*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. ESSEX COUNTY AND BRAINTREE DISTRICT COUNCIL UPDATE**

To receive reports from Essex County and Braintree District Councillors on matters relating to Witham.

**6. TOWN MAYOR'S ENGAGEMENTS**

To receive details of the Town Mayor's engagements attended for period 16<sup>th</sup> February to 13<sup>th</sup> March 2023 attached at page 4 .

**7. TOWN CLERK'S REPORT**

To receive a verbal report on matters arising.

**8. GRANT AID REQUEST – ACTION FOR FAMILY CARERS**

To consider references and a grant aid request from Action for Family Carers attached at page 5 (grant aid request previously circulated).

**9. TRUCAM**

To receive a report attached at page 12.

**10. HIGHWAYS DEVOLUTION SCHEME**

To receive a report attached at page 14.

**11. MEETING SCHEDULE 2023 -2024**

To receive and approve a draft Meeting Schedule for 2023 – 2024 attached at page 15 .

**12. COMMITTEE REPORTS**

(a) **Planning and Transport Committee held 21<sup>st</sup> February and 6<sup>th</sup> March 2023**  
Minutes 223 to 260 (inclusive).

To receive a report of the Meetings.

(b) **Policy and Resources Committee held 6<sup>th</sup> March 2023**

Minutes 39 – 50 (inclusive).

To receive a report of the Meeting.

**Minute 43 – Town Clerk’s Report**

To receive a recommendation -

That Community, Environment and the Policy and Resources Committees have a standing item on their agenda to identify opportunities suitable for funding through Section 106 monies

**13. 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 (S3) of the Local Government Act 1972.

**14. COMMITTEE REPORT – CONTINUED**

**Policy and Resources Committee held 6<sup>th</sup> March 2023 (continued)**

Minute 51.

To receive a report of the Meeting.

**15. SECTION 106 AGREEMENT – WHETMEAD**

To receive a report attached.

**16. FUNDING REPORT**

To receive the Funding Report.

**17. LAND TRANSFER UPDATE**

To receive the Land Transfer Update.

**18. LAND ADJACENT TO THE RIVER WALK**

To receive a report .



Nikki Smith  
Town Clerk

NS/GK/15.3.2023

Item No: 6



## LIST OF MAYOR'S ENGAGEMENTS BETWEEN FEBRUARY 16<sup>TH</sup> TO MARCH 13<sup>TH</sup> 2023

### **Sunday 26<sup>th</sup> February 2023, the Mayor of Witham's Civic Service and awards**

Held a Civic Service at St Nicolas' Church Witham in which awards were presented to the winners of the Mayor's Civic awards.

### **Monday 27<sup>th</sup> February 2023, Maldon and Witham SWANS**

Attended the Maldon and Witham SWANS quiz night at the Witham RAFA Club to raise money for Chatten Free School.

### **Saturday 11<sup>th</sup> March 2023, Carnival Queen and Court selection**

Attended the Carnival Queen and Court selection at New Rickstones Academy.

### **Monday 13<sup>th</sup> March 2023, Annual Town Meeting**

Attended the Annual Town Meeting at the Royal British Legion Hall.

## LIST OF DEPUTY MAYOR'S ENGAGEMENTS

### **Sunday 12<sup>th</sup> March 2023, Royal British Legion Chelmsford Branch**

Attended the laying up of the branch Standard and dedication of a new Standard for the Royal British Legion Chelmsford Branch at the Chelmsford Cathedral.

[Back to agenda](#)





## Support for Young Carers aged 5 - 18

We understand it is important for Young Carers to have the same opportunities as their peers to achieve their goals. Without support, Young Carers can struggle at school, can be socially isolated, or experience bullying.

At Action for Family Carers we support Young Carers in

- ✓ There are more than 800,000 Young Carers in the UK, some as young as five.
- ✓ That's about 1 in 5 pupils in Secondary schools.
- ✓ There are more than 10,000 Young Carers in Essex.
- ✓ Young Carers will be in your school.
- ✓ On average Young Carers miss or cut short 48 school days a year. (Carers Trust 2018)

### A Young Carer may...

- ✓ Cook and clean.
- ✓ Take siblings to school.



### Young Carer Clubs

Our Young Carer Club Nights across Essex provide a regular opportunity for Young Carers to have a break, take part in activities and mix with others in the same situations.



### Support for schools

We work with teachers to:

- ✓ Increase awareness of Young Carers through assemblies and other sessions.



## ACTION FOR FAMILY CARERS

Charity number: 1127164



Charity reporting is up to date (on time)

[Charity overview](#)

[What, who, how, where](#)

[Governance](#)

[Trustees](#)

[Financial history](#)

[Assets and liabilities](#)

[Accounts and annual returns](#)

[Governing document](#)

[Contact information](#)

**What the charity does:**

General Charitable Purposes

**Who the charity helps:**

Children/young People  
Elderly/old People  
People With Disabilities  
The General Public/mankind

**How the charity helps:**

Provides Buildings/facilities/open Space  
Provides Services  
Provides Advocacy/advice/information

**Where the charity operates:**

Essex

Reference One- from a parent of a child that attends the Witham Youth Group of Action for Family Carers

I feel privileged to be asked to be a referee for such a deserving charity.

As a family we have been involved with action for family carers since 2020. We have a disabled daughter born in 2017, she is the youngest of our 4 children and so unintentionally our other children have become young carers,

I came across affc through seeing posts on social media originally in March 2019 that coincided with young carers appreciation day but I didn't really think much of it and apart from becoming more aware i didnt do anymore with the information and before that I hadn't heard of them or for that matter all the other charities that now help us but our lives since our daughter was born had changed and we stepped into a world where we needed more support.

In 2020 obviously the pandemic hit and we stayed home shielding and it became isolating for us and even more apparent how much caring our children did, by then our eldest (now 22) had moved out, our next eldest was 17 at the time and still at home and our other daughter was 7 (now 9) and after a welfare check by the school she attended I was reminded of the support affc could provide and I self refered to them via email. Immediately we were given support and our daughter took part in online sessions that took her away from her caring duties and allowed her a safe space to talk and interact with others through such a difficult time.

As time went on and services reopened she started to attend the Thursday group in witham, and she absolutely loves going and has made some amazing friendships and we even spend time with families we have met through the charity outside of the organised session.

It a safe place for her to spend time and join in with the fabulous activities they provide, she particularly enjoyed a session they did on first aid recently, and she enjoys the outings and experiences she is offered, especially as these are sometimes things we can not do as a family either because they are not accessible for our disabled daughter or because we cant afford them due to the extensive cost of the therapies we pay for and I'm well aware that without charity funding and grants these vital sessions couldn't continue and that would be devastating for the children that need this space and time to relax and not worry about their caring responsibilities.

We are so grateful to Action For Family Carers and the support they give not only to our daughter but to the many other children that care for people in their lives and I can't think of a more deserving charity to receive such a wonderful award.

## Reference Two

I am a safeguarding Officer at [REDACTED] and I refer children to the Action for Family Carers service. The children attend a youth club and have a professional visit them in school.

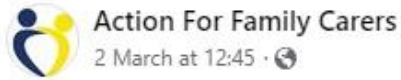
I have worked with them for about 4 years.

We do currently have 13 children using this service.

Children and parents have always provided positive feedback.

The do phenomenal work and many children and families benefit from what they offer. I would love them to receive additional funding to enable them to offer more support.





Our Witham Young Carers Club learnt about 1st Aid and had fun practicing. Many thanks to STEVE BURNETT from MALDON 1ST AID and to SUZANNE MILNE from BANARDOS for donating to the club.

If you have a valuable service you could offer, please email [jayne.kirkby@affc.org.uk](mailto:jayne.kirkby@affc.org.uk) or visit our website [www.affc.org.uk](http://www.affc.org.uk) to see our full range of services.



A big thank you to Arrows taxis and Robert Pettit for kindly donating transport to take our Witham Young Carers to jump street this week!  
Also thank you to Caroline and Erin Lee, two of our wonderful Witham Young Carer club volunteers for accompanying us there!  
Are you a local business that can offer our clubs any services? Please email [jayne.kirkby@affc.org.uk](mailto:jayne.kirkby@affc.org.uk)





Our #Witham Young Carers made a brilliant poster to raise awareness of Carers' Rights Day last week. #CarersRightsDay



**Back to agenda**



ITEM NO: 9

**Officer Report: TruCam****Issue:**

Witham Town Council has been approached by Braintree Community Policing Team to assist with funding for TruCam.

The total cost is £9,559 and there is an annual calibration cost of £375. It is hoped all costs could be shared equally between WTC, Community Safety Partnership and another local council.

Historically, Braintree Community Police made use of a speed camera device (SL700) that enabled a Police Constable to record a vehicle's speed, and if speeding, stop the vehicle and issue a ticket. This relied on the offending vehicle stopping on the direction of the officer by standing in the road.

Given that new technology now exists (TRU CAM) the Community Policing Team are keen to increase the positive impact that local enforcement can provide, this would include.

- changing driver behaviour
- increasing the number of drivers processed
- high visibility presence
- greater community trust
- reduced risk to the enforcement officer not stopping vehicles

The device can also be used by Police Community Support Officers and the Special Constabulary and will give them the ability to enforce issues while responding to community concerns.

There are already agreed Tru-Cam sites within the district with a potential to expand these if funding is agreed.

The device will be stored at Braintree Police station with sole use within the Braintree District. A SPOC within CPT will be allocated to ensure calibration is completed within a timely manner. A local trainer will be identified to ensure those new to the team are trained and using the device.

The equipment will support the following PFCC priorities-

\*Protecting rural and isolated areas

**Research shows us the rural community, raise road safety and speeding as a concern within their community.**

\*Improving safety on our roads

**Tru-Cam will support SERPS Zero-Vision Campaign. Vision Zero is the ambition to have zero road deaths and serious injuries on roads in the Essex area by 2040.**

\*Encouraging volunteers and community support

**Our dedicated team of Community Special Constables will be priority staff trained on the Tru-cam, supporting and developing their skill set.**

\*Supporting our officers and staff

**Police Community Support Officers (PCSOS) will receive priority training alongside Special Constables. PCSOS cannot currently enforce speeding violations, leaving them limited when responding to community concerns. By equipping staff with the right tools, we will be providing a better level of service to the wider community.**

If Witham Town Council were to agree to part-fund a camera the following budget lines in the 2023/2024 budget are available-

Community Safety £1,500

As the Town Council currently has four CSC it is suggested that £1,000 could be taken from the CSC Expenses line

Other Community Support £1,500

**Advice:** That members discuss the benefit of a TruCam and whether they would agree to part-fund one for use by Braintree Community Policing Team, the Witham PCSO's and Witham Special Constabulary.

**Impact Assessment**

The Town Council has a statutory duty to consider the effects of its decisions on biodiversity, and crime and disorder in the area. As the Council has also formed a Climate Change Working Group, this should also be considered –

- (a) Biodiversity – none.
- (b) Crime and disorder – visible use of this device could deter antisocial behaviour on the roads such as vehicle nuisance or inappropriate use. It would also catch those committing offences other than just speeding such as using their mobile phones while driving.
- (c) Climate – none.

NS/15.03.2023

**Back to agenda**



ITEM NO: 10

**Officer Report: Highways Devolution Scheme**
**Issue:**

At the Environment Committee meeting of 10<sup>th</sup> October 2022, minute no. 18, it was resolved that Essex County Council should be contacted regarding making arrangements to discuss the continuation of the Highways Devolution Scheme.

Following attempts to arrange a meeting with Cllr Lee Scott, the Deputy Town Clerk submitted a report to him on 6<sup>th</sup> February 2023 with a proposal to continue with carrying out the Highways Devolution Scheme tasks until the remaining funds from the scheme have been utilised. Cllr Scott responded by confirming that the scheme has now formally closed and it would not be possible for Witham Town Council to continue as proposed.

However, it has been suggested that the Council consider taking part in the Parish Paths Partnership (PPP) scheme which unused funds could be used towards. This is an ECC community based scheme, often with local volunteers, that enables the Public Right of Way network to be maintained. This will include keeping routes clear of vegetation and maintaining and improving way marking.

Further information about the scheme can be found on Essex Highways website at <https://www.essexhighways.org/getting-around/public-rights-of-way/volunteering>

During Witham Town Council's participation in the Highways Scheme, the Operations Team did carry out vegetation clearance of some Public Rights of Way in the town so there is potential to continue under these arrangements.

**Advice:**

To consider whether to join the Parish Paths Partnership Scheme and use unspent Highways Devolution scheme funds towards this.

**Impact Assessment**

The Town Council has a statutory duty to consider the effects of its decisions on biodiversity, and crime and disorder in the area. As the Council has also formed a Climate Change Working Group, this should also be considered –

- (a) Biodiversity – no negative impact.
- (b) Crime and disorder – no impact.
- (c) Climate – no negative impact.

HA/14.03.2023

**Back to agenda**

Schedule of Meetings for Civic Year 2023 - 2024

Item No: 11

FULL COUNCIL & STANDING COMMITTEES

	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY
TOWN COUNCIL	AM Mon 15th	Mon 12th	Mon 10th	Mon 7th	Mon 4th	Mon 2nd Mon 30th	Mon 27th		Mon 8th	Mon 5th	Mon 4th	Tues 2nd Mon 29th	AM Mon 13th
ENVIRONMENT COMMITTEE			Mon 24th			Mon 16th			Mon 22nd			Mon 15th	
COMMUNITY COMMITTEE	Mon 29th			Mon 21st			Mon 13th			Mon 19th			
POLICY & RESOURCES COMMITTEE		Mon 26th			Mon 18th			Tue 12th			Mon 18th		
PLANNING & TRANSPORT COMMITTEE  <i>(Commences 6:30pm)</i>	Mon 29th	Mon 12th Mon 26th	Mon 10th Mon 24th	Mon 7th Mon 21st	Mon 4th Mon 18th	Mon 2nd Mon 16th Mon 30th	Mon 13th Mon 27th	Tue 12th Mon 18th	Mon 8th Mon 22nd	Mon 5th Mon 19th	Mon 4th Mon 18th	Tues 2nd Mon 15th Mon 29th	Mon 13th

### Schedule of Meetings for Civic Year 2023/2024

#### SUB-COMMITTEES & SCRUTINY FUNCTIONS

	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY
ESTIMATES								Mon 18 <sup>th</sup>					
STAFFING & ACCOMMODATION SUB-COMMITTEE <i>(Commences 6:30pm)</i>		Mon 5 <sup>th</sup>			Mon 25 <sup>th</sup>				Mon 15 <sup>th</sup>			Mon 22 <sup>nd</sup>	
OPEN SPACES MANAGEMENT SUB-COMMITTEE <i>(Commences 2:00pm)</i>	Tues 30 <sup>th</sup>				Tues 5 <sup>th</sup>			Tues 5 <sup>th</sup>			Tues 5 <sup>th</sup>		
FINANCE SCRUTINY PANEL <i>(Commences 10:00am)</i>					Thurs 7 <sup>th</sup>						Thurs 22 <sup>nd</sup>		

[Back to agenda](#)