



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

AGENDA

Meeting of: **Environment Committee**

Date: **27th July 2026** 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:

J.	Robertson	(Chairman)	L.	Headley
J.M.	Coleman	(Vice Chairman)	J.	Martin
J.C.	Coleman		A.	Sloma
B.	Fleet		B.	Taylor
J.	Goodman		E.	Williams

Nikki Smith
Town Clerk

HA/GK/JB/21.07.2026

1. APOLOGIES

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Environment Committee held on 26th January 2026 (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 comments.

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. CLERK'S REPORT

To receive the Clerk's Report on matters arising attached at page 4.

6. COMMITTEE INCOME AND EXPENDITURE

To receive the income and expenditure reports for the year ended 31st March 2026, and for the period 1st April 2026 to 30th June 2026 attached at page 5.

7. OPEN SPACES MANAGEMENT SUB-COMMITTEE

To receive the minutes from the Open Spaces Management Sub-Committee Meetings held on 4th March 2026 and 3rd June 2026 attached at page 7.

8. WITHAM TREE GROUP

- (a) To receive a report from the Witham Tree Group covering their activities for the 2025 – 2026 season attached at page 12.
- (b) To receive the Witham Tree Group minutes for the meetings held in February, March, April and May 2026 attached at page 15.

9. HIRE OF OPEN SPACES POLICY

To receive and review the Hire of Open Spaces Policy attached at page 22.

10. COMMEMORATIVE ITEMS ON WITHAM TOWN COUNCIL OPEN SPACES POLICY

To receive and review the Commemorative Items on Witham Town Council Open Spaces Policy attached at page 23.

11. SNOW CLEARANCE POLICY

To receive and review the Snow Clearance Policy attached at page 24.

12. BIODIVERSITY POLICY

To receive and review the Biodiversity Policy attached at page 25.

13. ALLOTMENT MANAGEMENT POLICY

To receive and review the Allotment Site Management Policy attached at page 27.

14. SCATTERING OF ASHES POLICY REPORT

To receive a report about the Scattering of Ashes Policy attached at page 32.



ITEM NO: 5

Officer Report: Clerk's Report

To note:

- **Section 106 projects –**
 - The River Walk Sculpture Public Art project was completed in May and has received positive feedback. A sculpture trail map is available from the information centre.
 - All the River Walk bridges had the recommended resurfacing and/or repair work carried out during April.
 - The replacement of the Collingwood Road bench near Avenue Road has been approved for S106 funding by BDC and is on order, together with a replacement bin and a new planter to enhance this busy junction.
 - Two areas of the River Walk are currently being considered for resurfacing work and further information and quotations are being sought.

Advice:

To receive and note.

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Summary of Receipts and Payments

Cost Centre 3 (Between 01/04/2025 and 31/03/2026)

Item 6

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Dog & Bench Sponsorship Scheme	1,650.00	6,845.00	5,195.00				5,195.00 (314%)
58	Operations - Salaries & NI & LGPS				200,308.00	193,928.25	6,379.75	6,379.75 (3%)
59	Equipment Supplies & Maintenance				8,400.00	7,251.22	1,148.78	1,148.78 (13%)
60	Dog & Bench Schemes				1,200.00	6,133.85	-4,933.85	-4,933.85 (-411%)
61	Lighting Maintenance & Utility				17,000.00	8,382.43	8,617.57	8,617.57 (50%)
62	Tree Planting				3,000.00	2,998.78	1.22	1.22 (0%)
63	Tree Maintenance				5,000.00	5,000.00		(0%)
64	Toilet Block - Town Park				13,000.00	9,476.72	3,523.28	3,523.28 (27%)
65	Dog Bin Maintenance				600.00	455.00	145.00	145.00 (24%)
66	Litter Bins				1,000.00		1,000.00	1,000.00 (100%)
67	Open Spaces General				2,500.00	2,303.52	196.48	196.48 (7%)
68	River Walk Signage				2,000.00	1,805.86	194.14	194.14 (9%)
69	James Cooke Wood				2,000.00	549.75	1,450.25	1,450.25 (72%)
70	River Walk				7,000.00	3,790.05	3,209.95	3,209.95 (45%)
71	Whetmead LNR				2,000.00	1,613.61	386.39	386.39 (19%)
72	Witham in Bloom				14,000.00	13,843.69	156.31	156.31 (1%)
73	Fleet				6,500.00	5,917.65	582.35	582.35 (8%)
74	Waste Disposal				1,000.00	1,136.56	-136.56	-136.56 (-13%)
122	S106 Receipts		11,196.79	11,196.79				11,196.79 (N/A)
123	S106 Expenditure					23,353.34	-23,353.34	-23,353.34 (N/A)
SUB TOTAL		1,650.00	18,041.79	16,391.79	286,508.00	287,940.28	-1,432.28	14,959.51 (5%)

Summary

NET TOTAL	1,650.00	18,041.79	16,391.79	286,508.00	287,940.28	-1,432.28	14,959.51
V.A.T.					15,907.94		
GROSS TOTAL		18,041.79			303,848.22		

Summary of Receipts and Payments

Cost Centre 3 (Between 01/04/2026 and 30/06/2026)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Dog & Bench Sponsorship Scheme	1,650.00	2,690.00	1,040.00	1,200.00	54.29	1,145.71	2,185.71 (76%)
58	Operations - Salaries & NI & LGPS				206,017.00	45,967.47	160,049.53	160,049.53 (77%)
59	Equipment Supplies & Maintenance				8,400.00	272.21	8,127.79	8,127.79 (96%)
61	Lighting Maintenance & Utility				20,000.00	1,033.53	18,966.47	18,966.47 (94%)
62	Tree Planting				3,000.00		3,000.00	3,000.00 (100%)
63	Tree Maintenance				7,500.00	2,050.00	5,450.00	5,450.00 (72%)
64	Toilet Block - Town Park				14,000.00	462.25	13,537.75	13,537.75 (96%)
65	Dog Bin Maintenance				600.00		600.00	600.00 (100%)
66	Litter Bins				1,029.00		1,029.00	1,029.00 (100%)
67	Open Spaces General				2,700.00	96.62	2,603.38	2,603.38 (96%)
69	James Cooke Wood				2,000.00	157.00	1,843.00	1,843.00 (92%)
70	River Walk				2,500.00	1,179.50	1,320.50	1,320.50 (52%)
71	Whetmead LNR				2,000.00	23.73	1,976.27	1,976.27 (98%)
72	Witham in Bloom				15,000.00		15,000.00	15,000.00 (100%)
73	Fleet				7,000.00	1,013.93	5,986.07	5,986.07 (85%)
74	Waste Disposal				1,000.00	83.22	916.78	916.78 (91%)
122	S106 Receipts		32,243.55	32,243.55				32,243.55 (N/A)
123	S106 Expenditure					22,687.00	-22,687.00	-22,687.00 (N/A)
SUB TOTAL		1,650.00	34,933.55	33,283.55	293,946.00	75,080.75	218,865.25	252,148.80 (85%)

Summary

NET TOTAL	1,650.00	34,933.55	33,283.55	293,946.00	75,080.75	218,865.25	252,148.80
V.A.T.					10,432.12		
GROSS TOTAL		34,933.55			85,512.87		

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MINUTES

Meeting of: **Open Spaces Management Sub-Committee**

Date: **4th March 2026**

Present:	Councillors	B	Fleet	(Chairman)
		J	Goodman	
		P	Heath	
	Co-optees	S.	Black	(Witham and Countryside Society)
		J.	Casement	(Witham Wombles)
		J.	Palombi	(CPRE)
		P.	Shuttleworth	(Local wildlife Interests)
	Officers	H.	Andrews	(Deputy Town Clerk)
		S.	Dyer	(Operations Manager)
		S.	Puckey	(Open Spaces Administrative Assistant)

4 members of the public were present.

31. **APOLOGIES**

Cllr Ramage and Cllr J M Coleman were absent.

32. **INTERESTS**

No interests were declared.

33. **MINUTES**

The minutes were **AGREED** and subsequently signed by the Chairman.

34. **QUESTIONS AND STATEMENTS FROM THE PUBLIC**

There were no questions or statements from the public.

35. **CLERK'S REPORT**

The Clerk's report was received by Members. The Deputy Town Clerk further advised that the dates for the resurfacing of the bridges and the installation of the sculptures would be co-ordinated.

Members **AGREED** to receive the report.

36. OPERATION MANAGER'S REPORT

The Operations Manager provided a verbal update. Notable actions this quarter included reinstating a trench at the Glebe River Walk area to try and alleviate water issues on the path, creating a scalloped area at James Cooke Wood to improve biodiversity, planting three new trees at Whetmead near the photography post and completing a memorial safety check at the Closed Churchyard.

Members **AGREED** to receive the report.

37. SECTION 106 PUBLIC ART PROJECT – RIVER WALK SCULPTURES

Members were happy with the sculptures and their locations. The Deputy Town Clerk clarified that they would have a clear coating to make removal of any graffiti easier.

It was noted that Members would like to see further improvements to biodiversity on the River Walk going forward and that a hedgerow could be considered between Bridge Street and Luard Way.

Members **AGREED** to receive the report.

38. REVIEW OF JAMES COOKE WOOD MANAGEMENT PLAN

Members were happy with the management plan and were advised that a hedgerow was being considered on the edge of the wood adjacent to Oliver's nursery.

Members expressed an interest in working towards Green Flag status and monitoring the impact on biodiversity of recent work in the wood.

Members **AGREED** to receive the report.

39. LOCAL NATURE RECOVERY EVENT

The Open Spaces Administrative Assistant provided a brief summary of the event held at Colchester Zoo. There were several workshops highlighting success stories in other areas and providing tools to help interested parties help nature and engage others in their towns.

Meeting concluded at 2.45pm.

SP/5.3.26

Signed by Chairman.....



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MINUTES

Meeting of: **Open Spaces Management Sub-Committee**

Date: **3rd June 2026**

Present:	Councillors	J	Goodman	
		P	Heath	
		R	Ramage	
	Co-optees	S.	Black	(Local Wildlife Interests)
		J.	Casement	(Witham Wombles)
		J.	Palombi	(CPRE)
		P.	Shuttleworth	(Local Wildlife Interests)
	Officers	H.	Andrews	(Deputy Town Clerk)
		S.	Dyer	(Operations Manager)
		S.	Puckey	(Open Spaces Administrative Assistant)

Two members of the public were present.

1. **APOLOGIES**

Apologies were received from Cllr B Fleet. Cllr J.M Coleman was absent.

2. **APPOINTMENT OF CHAIRMAN**

It was **AGREED** that Cllr Barry Fleet be re-appointed Chairman.

3. **APPOINTMENT OF VICE- CHAIRMAN**

It was **AGREED** that Cllr John Goodman be appointed Vice-Chairman.

4. **INTERESTS**

No interests were declared.

5. **MINUTES**

The minutes were **AGREED** and subsequently signed by the Vice-Chairman.

6. **QUESTIONS AND STATEMENTS FROM THE PUBLIC**

There were no questions or statements from the public.

7. **CLERK'S REPORT**

The Clerk's report was received by Members. Members were further advised that while only two bridges had been painted to date, the other bridges would be painted in due course if volunteers could be found. It was further noted that feedback on the sculptures had been overwhelmingly positive and families were particularly enjoying the new installations.

Members **AGREED** to receive the report.

8. **OPERATION MANAGER'S REPORT**

The Operations Manager provided a verbal update. Notable issues this quarter included a riverbank repair near Pattison Close due to dogs entering the river, relocating logs from the river at Bramble Road to Whetmead as they were regularly being pushed into the river, preparing the sites on the River Walk for the sculptures and the three successful Council events including the Easter Trail, Dog Show and Bioblitz.

Following a point raised by a member of the Sub-Committee, the Operations Manager further advised that if Members wanted to provide cover for the broken fence on the River Walk at Bridge Street, then hedging could potentially be planted in the autumn / winter.

Members **AGREED** to receive the report.

Members **AGREED** that the Operations Manager would investigate appropriate hedging near the entrance to the River Walk at Bridge Street with a view to making a recommendation to Environment Committee to consider planting.

9. **REVIEW OF CLOSED CHURCHYARD MANAGEMENT PLAN**

Members were happy with the management plan overall, however there was some concern around the installation of shallow dishes, in particular given the current issues with avian flu. The Deputy Town Clerk confirmed that potential interpretation boards would only be at the entrances and would not disrupt the churchyard itself. Members felt that it might be interesting to carry out a lichen and / or bat survey although it was noted that this might be costly.

Members **AGREED** to receive the report.

10. **RIVER WATER QUALITY**

Members reviewed the River Watch results and noted that the phosphate, nitrate and ammonia levels on occasion were higher than they should be. This would continue to be monitored.

Members **AGREED** to receive the report.

11. WHETMEAD BIO BLITZ

Members noted that attendance was disappointing, perhaps due to the remote location and uncharacteristically hot weather on the day although those that did attend really enjoyed the event. The information gathered, which included the discovery of a rare beetle, was considered worthwhile and would feed into the next management plan for the site. Members considered that the term Bio Blitz may have been confusing, with connotations of litter picking and cleaning, and the Open Spaces Administrator advised that any future event could be called Nature Day to avoid this issue.

Meeting concluded at 3.00pm.

SP/9.6.26

Signed by Chairman.....

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Planting Season 2025/26

Item 8a

Funding pressures

After record-breaking planting numbers in the previous two planting seasons, we faced a new and disappointing situation in 2025/26. The Government's decision to suspend its Urban Tree Challenge Fund, pending a review, meant that our major source of funding in recent years was unavailable. After planting a record 95 trees in 2024/25, a total of 54 planted in the last season was something of a comedown, although it is twice as many as the Group was able to plant in its early days.

At this time of funding uncertainty it has been reassuring to know that we can continue to rely on the generous support and encouragement of Witham Town Council.. While other local authorities have cut back on funding for tree planting owing to their own financial pressures, the Town Council has sustained and even increased the level of funding for the Tree Group's work. We are most grateful for the Council's continuing faith in our ability to deliver new initiatives for the benefit of local residents.

The remaining funding came from individual donors and from the Group's own limited resources. Any individual who wishes to finance a tree to mark a milestone in life, in memory of a lost loved one or for some other reason can approach the Tree Group, which for a set fee will purchase, plant, water and maintain the tree. Also individuals who have grown trees in their own gardens up to a certain height have generously offered these trees to the Group for planting in public areas. The Group is particularly grateful for such donations at a time when the public funding available to support its work has been reducing.

Because of the uncertainty of future funding, the Group did not start any major projects in the 2025/26 planting season but concentrated on smaller priority projects, on developing or completing existing projects and on replacing losses at established sites.

A number of the planting sites were on Braintree District Council's land and required the Council's cooperation and approval. While the Council is not currently able to fund the Tree Group's planting plans, it has been happy to work closely with the Group to facilitate its work. We are grateful for the help and advice we receive from the Council. We were particularly pleased to welcome two key members of staff who came to help with the planting on one occasion.

Once again we had help on several occasions from staff of Aegon Plc. We much appreciate the assistance which they have provided over many years. Every Aegon helper has given us an admirable level of hard work and commitment.

New projects

In the face of an increasing pattern of hot, dry summers, including record average temperatures in the summer of 2025, the Tree Group has in recent years pursued a project to provide shade trees at all children's play areas in the town. In this planting season trees were provided at the playground on the Allectus Way estate near the end of Alan Road.

As an adjunct to its project at Rickstones Recreation Ground (see below), the Tree Group planted cherry trees on either side of Manor Road, just outside the Ground. This road is the beginning of the access road for Witham Cemetery and the new trees should provide an attractive gateway for those visiting the cemetery.

Addition to existing projects

In the planting season 2024/25 the Tree Group planted 40 trees at Rickstones Recreation Ground, as detailed in the report on that season. In this season the Tree Group planted trees to join up the two areas of earlier planting and added a row of ornamental trees at the other end of the Ground along the cemetery fence. This was our largest single planting site this year, comprising 20 trees.

At the major planting site alongside the cycle path from Motts Lane to the Rivenhall Oaks estate, we added two trees to the central section to fill a gap.

Some years ago we planted trees in the open area between Town End Field and Dengie Way in a project funded by Braintree District Council. It had always seemed to the Tree Group that there was ample scope for adding a small number of trees to the site without undue crowding and the Council agreed. Five trees were accordingly added in this planting season.

Replacing lost trees

The Memorial Park between Bramble Road and Honeysuckle Way was a major project devised and financed by Braintree District Council to commemorate residents of Witham who died while serving in the armed forces. The project was completed some five years ago when more than 120 trees were in the ground. In the last year there have been some losses – one tree blew down in high winds, one of the earliest planted simply gave up the ghost, one was burned in a fire believed to have been deliberately started and one did not survive the extreme drought of the summer of 2025. All were replaced.

The Avenue is one of the Town's few roads where there are street trees to enhance the urban scene. It is one of the glories of Witham. Losses occur from time to time and the Tree Group has always been keen to sustain the attractiveness of the road by filling the gaps as soon as possible when it has funding to do so, even though the trees lost have usually been planted by other bodies. As a result there is now a significant number of trees in The Avenue which have been planted by the Group. In this planting season five dead trees were replaced; only one of the dead trees had actually been planted by the Tree Group, a sapling donated by a member of the Group which had never established itself.

Other plantings

Two trees were funded by family members in memory of a lost loved one and were planted at the Tree Group's main site for such plantings in the field near the town end of Flora Road.

Two horse chestnuts, grown in his garden, were donated by a member of the public and were planted in an area beyond the bottom of Colne Chase where we had previously planted horse chestnuts, which are flourishing. We are delighted to report that the donor has taken a still more valuable step by joining the Tree Group.

The Future

We are already putting together plans for planting in 2026/27. We await the result of the government's review of its funding for tree planting in towns but, in the absence of any assurance of significant funding, we will again have to set our targets at a modest level. The Tree Group's own resources are finite and cannot sustain a significant level of planting. We are confident that we can rely on Witham Town Council to continue its support. However, other councils not only remain under financial pressure but, given central government's plans to reform local government, have no assurance of their future existence.

In this uncertain situation the Tree Group will continue to push forward as far as it can with its plans to restore a beneficial level of tree cover in Witham. How far it can progress will depend on matters outside its control.

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February 2026 Tree Group Minutes

Our minutes are as follows:

1 Apologies -Allan Waight.

2 Minutes of the 6th January - accepted. Barry advised that at the WTC Environment Committee meeting, the chair, Cllr Martin, on behalf of the Council, had thanked the Tree Group for it's work for the town.

3 Matters arising - Stanley advised had discussed the vandalism of trees along the cyclepath with the police. if we can specify the area, they could put up a cctv camera. we would suggest a camera near Holly Walk.

4 Planting 2025/26

a] we have now completed planting in The Avenue, the Memorial Park replacements, two memorial trees, and two donated trees from Peter Gidlow;

b] we still have two trees and saplings . We potentially have 5 or 6 volunteer helpers this week so we will plant the whips & saplings that members have. Mark explained the planting technique he has been using to try and have a better success rate; we will defer planting the tree in memory of Grace until the family are ready.

5 Maintenance - we have the trees at Templars, at the site behind Ramsden Mills and the Forest Road estate to review, and possibly at the Humber Road estate. Some work is due along the cyclepath and the plane tree at Pastures Road may need recaging; some trees along Honeysuckle Way have been damaged by deer so we should consider larger cages for these ones..

6 Finance

a] Stanley confirmed the current balance; Eric is due some expenses;

b] Money owed to us from the Forestry Commission for maintenance etc - Barry has spoken to Harry Bryer of ECC to chase for these funds but they haven't had anything yet, so Harry will chase again;

c] Deposit account - Stanley is completing the Fatca form.

7 Website etc

a] Allan had some queries re the new website which he is pursuing;

b] Facebook - nothing to report;

c] Eric advised that he has agreed to give a talk to the U3A in due course.

8 Veteran trees - Mark & Stanley will recommence their survey work on the 5th March,, and will look at the River Walk and the Avenue.

9 Eco -event - this is being organised by the Forest Road Residents Association at the Rivenhall Oaks golf club, and we will have a stall , which Janet & Richard will set up, and Mark and Eric will take over later. Steve Harris may also be available.

10 Any other business

a] Mayor's civic service - Stanley will represent the Tree Group;

- b] Stabley had raised some tree maintenance issues with Andrew Digby of BDC who had them dealt with;
- c] Trees without cages probably need spraying around to avoid being struck by mowers, however this should become less of an issue as we are using bark mulch more now;
- d] Could we have a notice on the town notice board advertising ourselves and seeking volunteers ?

11 Next meeting - Tuesday, 10th March, 7.30 pm at Eric's.

We will be planning for the 2026/27 planting season; Richard will draft a watering plan for this summer.

March 2025 Tree Group Minute

Present : Eric Teverson, Richard Hawkes, Stanley Brailey, Mark Austin, Graham Wingrove, Barry Fleet.

- 1 Apologies - Allan Waight.
2. Minutes of the 10th February - accepted.
3. Matters arising - none.
4. Planting 2025/26 - to note all completed. The memorial tree for Grace will now be planted next winter.
5. Watering proposals - Richard was thanked for his work on the proposed watering schedule, which were accepted. There will be a total of 149 trees + 60 whips [163 'watering units']. Eric & Barry will do the Avenue trees separately.
Provisionally commence Thursday 7th May.
- 6 Plan for 2026/27. Suggested planting sites -
 - a] Cemetery entrance road - gaps between horse chestnuts, space for 3/4 trees. Would need to discuss with BDC;
 - b] Replace lost trees - memorial tree at Templars; missing trees at Pastures Road and Allectus Way [possibly replace elsewhere ?]; dead tree in Forest road;
 - c] Spa Road - link up the two planting areas;
 - d] Area behind Allectus Way, by rail line, maybe black poplars on large spacing;
 - e] Side of Town Park, gap in existing line , space for 3/4, adjacent Gimsons site;
 - f] Playground off Gershwin Boulevard;
 - g] Rickstones Recreation ground, corner by Manor Road;
 - h] River View, by hockey pitch , to be surveyed first.
- 7 Maintenance suggestions - need to make Pastures Road plane vandal proof; look at Humber Road; deer proof trees at Honeysuckle Way.;
- 8 Finance
 - a] Stanley confirmed the bank figure;
 - b] Forestry Commission payments - no news;
 - c] Deposit account - FATCA form to be considered;
 - d] The Town Council had advised that they had £170 left in their budget - Eric will purchase additional posts.
9. Website / Facebook - Allan continuing to pursue Red Feather; Richard will write a report on planting to be added to the site; Eric posts on facebook most weeks.
10. Veteran trees - 135 now identified; several sites still to be visited.
- 11 Eco event hosted by Forest Road Residents Association - limited public interest though we may have a possible volunteer for watering; Eastlight had a stall so were spoken to.
12. Any other business - none.
13. Next meeting - Tuesday, 14th April, 7.30pm at Eric's.

March 2026 Tree Group Minutes

April 2026 Tree Group Minutes

The minutes of the 14th April are as follows :

Present : Allan Waight, Eric Teverson, Richard Hawkes, Graham Wingrove, Barry Fleet.

1. Apologies - Stanley Brailey, Mark Austin.

2. Minutes of 10th March accepted.

3. Matters arising - none.

4. Watering - possibly start 7th May?

Possible volunteers from Aegon and two individuals.

5. Planting 2026 /27 - Richard 's report received enabling us to identify preferred options :

- a) Gershwin Park playground area ;
- b) Town Park boundary ;
- c) Replacement of failed trees;
- d) Spa Road area, to link up existing sites;
- e) Rickstones Recreation ground, remaining planting (football club want to be consulted, Barry will contact them) ;
- f) Cemetery entrance road ;
- g) Sports ground ;
- h) Allectus Way ;
- i) Humber Road.

Consultation with BDC will be necessary for most of these sites, so Richard will contact Andrew Digby to arrange a meeting.

It was noted that we will also be planting a tree for the Witham & Countryside Society following their dissolution.

It was also noted that there is no news yet regarding any extension to the Forestry Commission funding.

6. Maintenance - the line of paulonias at Rickstones had to be restaked following the loss of two trees due to severe vandalism ; the London plane at Pasture Road has been re-caged (and now adopted by a local resident).

7. Finance

- a) our current bank balance was noted ;
- b) re the money we are owed from the Forestry Commission, Barry has raised this again with ECC and it is hoped we will receive some payment soon ;
- c) deposit account - no change to the position ;
- d) insurance - Barry about to renew our public liability insurance ;
- e) the Witham & Countryside Society are very kindly gifting us the balance of their funds, and a tree is to be planted in tribute to the Society.

8. Website - Allan 's report was discussed ; we are awaiting details for us to operate it on our own - we would need someone to manage it for us (Eric could put an enquiry on Facebook -

Allan will draft the text). It was agreed that we would not accept Red Feather's offer of administration due to the excessive cost.

Re Facebook, Eric continues to put information on when appropriate.

9. Veteran trees - 150 trees in the town now recorded for the Woodland Trust ; two sites still to visit.

It was noted that this work does not include trees on private land.

10. Any other business

a) Stanley had reported trees growing into their metal grills outside Prezzos and the Lockram Lane toilets. Would need to check the ownership? ;

b) Barry had planted a number of whips at Chipping Hill School as part of their 'forest school' project ;

c) The Town Council 's Voice newsletter contains an article about the Memorial Park and our involvement, based upon a draft submitted by Barry.

11. Next meeting - Tuesday 19th May, 7.30 pm at Eric's (NB: should include AGM).

Tree Group Minutes from the 19th May 2026

Present: Allan Waight, Eric Teverson, Richard Hawkes, Graham Wingrove, Stanley Brailey, Barry Fleet, Shamir.

1. Apologies - Mark Austin

2. Website - we welcomed Shamir to the meeting, who is a software engineer who has volunteered to help us with the website going forward. Allan summarised the history of the site, and that we are now using Facebook for reporting many of our activities so fewer revisions to the website should be needed in the future. Allan will provide contact details for Shamir and we will provide the future content.

Possible link to veteran trees details.

Shamir then left the meeting.

3. Minutes of the 14th April accepted.

4. Matters arising - none.

5. Planting 2026 /27

Report of meeting with BDC officers Andrew Digby, Bryan Longman and Kimberly.

Richard and Eric toured the various possible planting sites and BDC are supportive of our proposals;

Andrew will provide maps of the sites to assist us, and we will confirm proposed species for them to comment on.

We can include replacements for Luard Way Barry will advise Ted Ellis who requested this).

Re Rickstones Recreation ground, Barry will try again to speak to the chairman of the football club, to explain future planting plans.

6. Watering - we have had to start earlier than planned due to the dry weather and have now watered for four weeks.

We have been received help from Persimmon Homes staff and Aegon staff along with some individual volunteers.

7. Maintenance - some work has been necessary on an ongoing basis, eg at Cuppers Close and The Avenue.

8. Finance

a). Stanley confirmed the balance;

b) The funds due from the Forestry Commission are still outstanding so Barry will raise again with ECC;

c) Deposit account, still to be sorted;

d) Insurance - public liability cover renewed, no change to the cost, Barry reimbursed;

e) Witham and Countryside Society - it was noted again that we would receive a donation in due course to support future planting, with an oak tree due to be planted for them.

9. Facebook - Eric puts an item on most weeks and will now do so on the community page.

10. Veteran trees - still some to survey, eg in the cemetery. 153 identified so far.

11. AOB

a). Utility checks - Allan advised that these are most easily done via 'Lines search before you dig', which is an online form. This is then referred to their members, ie the gas, electricity, water and telecoms companies. (except BT but they almost always lay their cables under footpaths). Sewage services are not covered;

b). Trees with grills potentially damaging the plants - we had raised the issue of the grills around trees outside Prezzo and by the Lockram Lane toilets.

No action is apparently needed for the Prezzo one but the latter needs cutting off so Andrew Digby is arranging for this.

12. Next meeting - Tuesday, 23rd June, 7.30pm at Eric's.

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Witham Town Council: Hire of Open Space Policy

This policy underpins the hire and use of certain Open Spaces managed by Witham Town Council.

Policy Overview

- Hire of open spaces are considered on a case-by-case basis, depending on what a client wishes to hire a space for, to what extent and what purpose.

Charges for Hire

- In all cases regardless of length and extent of hire, a refundable damage deposit of **£100.00** must be made which will be returned if no damage to open spaces has occurred.
- An additional charge of **£50.00** is payable in cases where vehicular access is required, and prior arrangement and a clear indication as to the use of vehicles must be provided to the Council in conjunction with insurance schedules.
- Use of open spaces is charged at a flat rate of **£20.00** per hour for weekdays and **£30.00** per hour for use on weekends. Assessed on a case-by-case basis.

General Conditions

- The hirer is required to provide evidence of adequate public liability insurance in connection with the hiring.
- At no point should the hire area be left unattended.
- No footpath or public right of way will be blocked or diverted by hirers.
- A designated point of contact must be provided who will be responsible and accountable person for hire.
- No alcohol may be sold on site without an appropriate licence supplied by the Licensing Authority and seen by Witham Town Council.
- Activity on any area of the River Walk hired must not impact in any way on the ecology of the site, with all natural environments not subject to any disturbance by the hirer.
- All byelaws of open spaces must be adhered to at all times when hired.

Exclusions

- The Council will consider waiving the hire charge fees for charity and non-profit community groups looking to hire an open space for an activity. Each application will be dealt with on a case-by-case basis.

Agreed and adopted P&R minute 46 14/10/2019

Last reviewed: 29/07/2026

Review date: July 2027

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Witham Town Council: Commemorative items on Witham Town Council Open Spaces Policy

This policy relates to commemorative trees and benches on Witham Town Council open spaces – the River Walk, James Cooke Wood and Whetmead Nature Reserve. It updates the previous policy for the display of commemorative items on Witham's River Walk which was approved on 27th January 2014. The revised policy refers to all Witham Town Council managed land.

1. Witham Town Council operate a Commemorative Bench Scheme for the River Walk, James Cooke Wood and Whetmead Nature Reserve. It also runs a Commemorative Tree Scheme for the River Walk which is currently dormant.
2. Commemorative items such as flowers, vases, wreaths or ornaments are not permitted to be left on or around these benches or trees or on any areas on Witham Town Council land. Appropriate flowers and wreaths are only permitted during anniversary and holiday periods upon permission granted by Witham Town Council. These will then be removed after a two week period. This directive is confirmed in the terms and conditions of the Commemorative Bench Scheme application.
3. Any such commemorative item placed on Witham Town Council managed land will be removed by the Operations Team at the Council's discretion.

Adopted: Environment Committee minute no.12 12/07/2021
Last reviewed: 27/07/2026
Review date: July 2027

POLICY NO: WTC/22 - ENVIRONMENT COMMITTEE

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Witham Town Council: Snow Clearance Policy

This policy relates to Witham Town Council's snow clearance procedures to be carried out by Witham Town Council's Operations Team.

In the event of snow that needs clearing, it was agreed that the following areas will be cleared by Witham Town Council's Operations Team following a suitable risk assessment, on the day, carried out by the Operations Manager:

1. **Town Hall** – The public pavement in front of the Town Hall is the responsibility of Essex County Council. However, Witham Town Council's Operations Team will clear the public pavement outside the Town Hall as well as clear, salt and grit the driveway leading from Newland Street to the Town Hall car park and a walkway leading to the side entrance of the building and kitchen. This should minimise the risk of slipping by staff and visitors to the Town Hall. It is not considered necessary to clear the whole car park.
2. **Bridges** – The Operations Team will be responsible for the four bridges along the River Walk:
 - The bridge near Laurence Avenue leading across the river to Maldon Road Park has high usage and is particularly hazardous as it is shaded by large trees.
 - Two bridges between Bridge Street and Guithavon Road which may be used by students of Maltings Academy.
 - One bridge near Bramble Road, which may be used by children attending schools

All four bridges will be cleared of snow, salted and gritted. The priority order will be the bridge near Laurence Avenue, followed by the bridge near Bramble Road and lastly the two bridges between Bridge Street and Guithavon Road.

3. **Glebelands area of the River Walk** – This area of the River Walk has natural springs, the water of which, on occasion, flows across the path. In winter this water freezes and provides an additional danger to members of the public, in an area which has high school-pupil footfall. On the occasions where additional water is on the pathways, these areas will be salted and gritted.

Approved: Environment Committee minute 13 12/07/2021
 Last reviewed: 27/07/2026
 Review date: July 2027

POLICY NO: WTC/27 - ENVIRONMENT COMMITTEE

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Witham Town Council: Biodiversity Policy

Witham Town Council acknowledges its duty under the Natural Environment and Rural Communities Act 2006, section 40, to consider the conservation of biodiversity when carrying out its functions.

Introduction

Witham Town Council's Environmental Policy reflects that it is committed to reducing its environmental impact and creating a sustainable community for residents and future generations. The Council acknowledges and supports climate emergency declarations have been made by Essex County Council and Braintree District Council to become carbon neutral by 2030.

Objectives

Biodiversity denotes every living organism found in an ecosystem or habitat and is the variety of life on earth. The object of this policy is to provide clear objectives to ensure that Witham Town Council and its committees actively work towards conserving and enhancing the biodiversity of Witham and takes into account the impact on biodiversity when delivering its services, carrying out its duties and when considering all strategic decisions.

The Town Council own, manage, and maintain several open spaces which include, James Cooke Wood, Whetmead Nature Reserve, the Closed Churchyard, and the River Walk as well as two allotment sites. These provide opportunities for natural habitats which the Council is committed to protecting through its Biodiversity and Environmental Policies.

Specific Biodiversity Actions

The Council will

- when commenting on planning applications, support designs which benefit biodiversity and consider whether the development would mean a loss of important habitats. Witham has two conservation area and the Town Council monitors and reports contraventions to the Planning Authority as they occur.
- monitor the requirement for a 10% biodiversity net gain on all new relevant planning applications.
- look to include policies in support of biodiversity within the Neighbourhood Plan.
- continue to exclude the use of all pesticides on Council managed open spaces.
- discourage the use of pesticides on Witham's allotment sites.
- conduct all, non-urgent, hedge cutting and tree management outside of the bird nesting season.
- leave, where appropriate and safe to do so, fallen trees and deadwood in the River Brain and Blackwater to provide habitats for fish and river-born invertebrates.
- leave deadwood, where it is safe to do so, in our open spaces to provide habitat for beetles, woodlice and other insects.

- work with experts to conduct surveys to monitor the wildlife and habitats on our Open Spaces, including, but not limited to, glow worms, water voles and bats, to better understand the impact of active management plans and highlight where improvements can be made to support different species.
- actively look to increase the biodiversity within its open spaces through land management practices and habitat creation.
- promote biodiversity via the town's social media, website and Voice magazine.
- work with local environmental voluntary groups and organisations such as Witham Tree Group.
- take into account Essex County Council's Local Nature Recovery Strategy.
- seek expert advice on possible actions in support of biodiversity such as Essex Wildlife Trust and the Forestry Commission.

Adopted: Meeting of the Policy and Resources Committee held 26.06.2023. Minute 6(c)

Reviewed: 27.07.2026 Environment Committee

Review date: July 2027

POLICY NO: WTC056 – Environment Committee

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Witham Town Council: Allotment Site Management Policy

This policy explains the tenancy agreement and responsibilities for maintaining an allotment.

Introduction

The agreement sets out the terms and conditions that apply during a tenancy period when renting an allotment plot.

Management and use of allotment plots

1. The Tenant agrees to use the plot only for the cultivation of fruit, vegetables and flowers for the consumption and enjoyment by the Tenant and family.
2. The Tenant shall not carry out any business at the allotment plot.
3. The Tenant shall not sub-let the plot or hand over to another party to manage. The Town Council must be informed and the tenancy terminated.
4. Overnight stays on the allotment are prohibited.
5. The Tenant must keep the allotment garden tidy, free from rubbish, in a good state of cultivation and as free from weeds and long grass as possible. The tenant shall cultivate at least 75% of their allotment garden for the production of soft fruit, vegetables and flowers within a year of taking up their tenancy. Plots which have a large proportion of the ground with weed suppressant for long periods will be considered as non-cultivated.
6. The edges of the allocated allotment plot should be kept clear to prevent overgrown vegetation encroaching onto pathways and onto other plots. All pathways should be kept clear and tidy to ensure that the Town Council's Operations Team can carry out cutting and maintenance work without obstructions.
7. The Tenant must keep in decent order all fences and hedges bordering their allotment plot.
8. The Tenant is only permitted to grow dwarf fruit tree species on the plot and these should not be planted near boundary paths. No other trees are permitted to be planted.
9. The Tenant should not cut or prune any trees or take, sell or carry away any mineral/gravel/sand or clay without written consent from the Council.
10. The Tenant should not damage any hedges, fences, gates, notice boards or other structures situated in the allotment site.

11. Each allotment plot is numbered. Allotment holders are responsible for displaying their plot number clearly on their allotment. If the number and / or post are damaged or fall over it is the allotment holder's responsibility to reinstate the number / post.
12. The Tenant is not permitted to deposit or allow to be deposited any refuse, waste or decaying matter (except reasonable quantities of compost and manure) in the allotment plot or hedges, ditches or other sections of the allotment site, nor are they permitted to deposit such waste on to any land surrounding the allotment site.
13. The Tenant is responsible for disposing of any non-compostable waste from their plot and removing it from the allotment site. No plastic bags of allotment waste (compostable or otherwise) are to be stored on a plot for more than 7 calendar days unless authorised by the Town Council.
14. Tenants are not permitted to use carpets, Astroturf, or rubber underlay as weed suppressant due to the chemical content and the non-biodegradable nature of such items.
15. The Tenant should not cause any nuisance or annoyance to local residents in the vicinity of the allotments nor any other person visiting or working in the allotment site. Tenants are expected to be respectful of their allotment neighbours and each other.
16. Water consumption should be sensible by the Tenant and no alterations or additions are permitted to the water supply apparatus. The installation of water butts on plots is also recommended to encourage water conservation.
17. Any drought orders issued must be adhered to. The Council reserves the right to shut off the water supply and empty the pipes to protect the pipes from frost or for any other reason.

Health and Safety

18. No parking is permitted on allotment plots. Vehicles are permitted onto the site for parking and unloading in the designated car parks. (*Wright Grove Tenancy "No parking is permitted on allotment plots. Vehicles must use the designated car parking area only"*)
19. Gates to the allotment site must be secured at all times. Tenants must close the gates after entering or exiting the site and must lock the gates after exiting if the last to leave.
20. Dogs are permitted on to the allotment site only if they are kept on a lead around the grounds and must be kept under control within a Tenant's own plot throughout the duration of their stay. Owners must clear up after their pet and not permit the dog to become a nuisance to others. Any fouling must be removed and disposed of off-site. Failure to abide by Section 19 may result in a termination of the tenancy.
21. The use of weed killers, particularly glyphosate-based, is to be discouraged at the allotment site. Tenants are not permitted to use or allow the use of any chemical weed killer which has a residual or long-lasting effect on the soil.
22. Tenants must comply with manufacturer's recommendations and take care to avoid any risk to people, animals and the environment when using chemical weedkillers. They must be stored safely, labelled correctly and used responsibly.

23. The Tenant is permitted to seek permission from the Council to keep chickens on their plot. Six hens are allowed but no cockerels. Other livestock is not permitted.
24. Tenants are not permitted to keep beehives on their allotment plots.
25. Tenants are permitted to have small bonfires on their plots which do not encroach onto adjoining plots. The use of incinerator bins is recommended. They must not be left unattended, must be extinguished as requested to do so if causing a nuisance and fully extinguished before the Tenant leaves the site.
26. No hazardous chemicals or materials are permitted to be stored on the plot.
27. The Council is not liable for the health and safety of any allotment holder or any persons brought onto the allotment site by an allotment holder. The Council does not insure the Tenant's possessions, crops, equipment or for personal injury to the Tenant or any other persons. The Council is not responsible for any vandalism, damage or loss.

Administration

28. From 22 June 2021, any new Tenant must reside in the Witham Town Council boundaries. If a Tenant moves out of the designated area, this will result in a termination of the tenancy.
29. From 22 June 2021, additional plots will not be allocated to those that already have an allotment plot in Witham and a hold current allotment tenancy with Witham Town Council.
30. On commencement of the tenancy, the Tenant is expected to begin work on the plot. If after three months, the Tenant has not started work, and dug or cultivated at least one third of the plot, the tenancy agreement may be terminated dependent on mitigating circumstances.
31. An allotment key is provided at the start of the tenancy. A £10 deposit is charged for the key which will be refunded when returned at termination. (Wright Grove only).
32. The Tenant should inform the Council immediately of any changes to their contact details or address.
33. The annual rent charge will be due on 1st April each year at the start of the accounting period 1st April to 31st March. The annual rate charge will be notified prior to this date.
34. A deposit of 100% of the annual plot rent due will be charged at the start of the tenancy. This will be refunded at termination following inspection of the plot and confirmation that it has been left in an acceptable condition.
35. In any case of dispute between the Tenant and any other occupier of an allotment plot in the allotment site, the Council's decision shall be final.
36. The Tenant must obtain prior written consent from the Council to erect any structure on their plot and must provide details of the size and material of the proposed structure when obtaining permission. The Council does not accept any responsibility for thefts or damage to property left on allotment plots and these should be reported to the Police. The Tenant shall remove any structures at the end of the tenancy agreement, unless the Council agrees otherwise.
37. All Tenants will be informed if there are any changes to the allotment site in regards to maintenance works, changes to codes or keys for the site.

38. At the end of this agreement, the Tenant shall hand back the allotment plot in a reasonably clean and tidy condition, failure to do so may result in the Council not refunding the plot deposit and an additional charge may be made to the Tenant to cover any additional clearance costs.
39. The Tenant shall keep the Council indemnified against all claims (including costs and expenses in connection with claims) against the Council from:
 - any breach of the Tenant's obligations contained in this agreement
 - the use of the plot
 - any works carried out on the plot by the Tenant and
 - any act of neglect or default by the Tenant or any person on the plot with the actual or implied authority of the Tenant.

Inspections

40. Inspections shall be carried out periodically by Council Officers of allotment plots to ascertain whether the terms and conditions of the tenancy agreement are being met. The Tenant shall not in any way impede the Council in exercising its rights of possession and control over the plot and shall enable Council Officers to enter and inspect the plot at any time.
41. If the plot is deemed to be untidy the Tenant shall receive a warning letter requesting that the plot is cut back and tidied and advising them that there will be a re-inspection of the plot after 14 days, evidence of the condition of the plot will be supplied in the letter.
42. If the plot is deemed to not be cultivated or used correctly, as per Section 5, the Tenant shall receive a warning letter requesting that the plot is cultivated to the appropriate standard and advising them there will be a re-inspection of the plot after 14 days, evidence of the condition of the plot will be supplied in the letter.
43. Following the warning letter, if the plot is still not being used for its intended purpose and / or is overgrown with little or no evidence of cultivation to the appropriate standard, then the Tenant will be issued with a 30 calendar days' notice.
44. After the 30 days' notice, the plot will be reviewed by a Council Officer. Following the review, if it appears to the Council that the plot is still untidy, overgrown and / or showing that little or no cultivation work has been carried out, and there has been no contact from the Tenant or there are no mitigating circumstances, the Council will serve notice to terminate the tenancy agreement with immediate effect.
45. If a plot is deemed to be untidy or not cultivated to the appropriate standard for a second time within a 12-month period, the Tenant will be issued with a 30 day's calendar notice without the requirement for a 14-day warning letter.
46. Tenants that have concerns regarding the management of their plot, are encouraged to contact the Council to discuss suitable options to assist the Tenant, for example halving the plot to make it more manageable may be possible.

Termination of tenancy agreement

47. The termination of the allotment tenancy agreement may occur in the follow ways –
 - The tenant can request termination in writing or by email to Witham Town Council informing the Council of their details and when they wish to end their agreement.
 - On receipt of the Council's notice (43 or 44) following an inspection of the plot establishing that the failure to cultivate the plot and no action being taken after the 30 days' notice being issued, the agreement will terminate immediately.

- On the Council giving 30 calendar days' notice where the Tenant has failed to pay the rent for more than 40 calendar days after the due date whether legally demanded or not.
 - On receipt of notice from the Council if there has been a breach of any terms and conditions of the agreement other than rent, the agreement will be terminated immediately.
 - On the Council giving six months' notice.
 - On the death of the Tenant.
 - On the request to allocate the plot to an immediate family member of the Tenant who has worked the plot. Each request will be considered by Witham Town Council on an individual basis and will be subject to all criteria included in the Allotment Tenancy Policy.
 - On moving out of the Witham Town Council boundary. Allotment holders who took up their tenancy prior to 22nd June 2021 and who moved prior to 1st April 2025, are welcome to remain subject to adhering to the other tenancy policies.
48. On termination, the Tenant will receive a termination letter informing the Tenant that they have 7 days to remove all personal belongings from the plot and ensure that it is left in a clean and tidy condition. If the condition is not deemed acceptable, the deposit held will not be refunded and an additional charge may be made to the Tenant to cover any additional clearance costs.
49. On termination, the Tenant will be required to return the site key to the Council. The deposit of £10 will be held until return of the key to the Council (Wright Grove only).
50. If the full annual rent has been paid, a refund for the remaining months of their tenancy will be paid.
51. The plot will then be offered to the next available applicant on the waiting list.
52. All Tenants' information will be kept for seven years following the termination of a tenancy. This retention period is based on the need to maintain financial and contractual records, comply with audit requirements, and enable the council to establish, exercise, or defend legal claims in accordance with the Limitation Act 1980.

Whom Is the Policy Applicable to?

The Policy applies to Tenants allocated an allotment plot.

Approved: Community Committee 09/08/2021 Minute 27
Last reviewed: 27/07/2026
Review date: July 2027

POLICY NO: WTC/041 - ENVIRONMENT COMMITTEE

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Officer Report: Scattering of Ashes on WTC Open Spaces Policy
Issue:

Witham Town Council currently has a Scattering of Ashes Policy for WTC open spaces, under which applications are made for formal approval of a suitable location and time for ashes to be discreetly scattered on the River Walk, Whetmead Nature Reserve or James Cooke Wood.

A recent enquiry has shown that the policy is difficult to put into practice. In particular, it has proved challenging to identify a mutually suitable location, to establish how privacy can be maintained and to ensure that the activity can be undertaken discreetly and without impact on other users.

Where there is no agreed area that is completely out of public view, the Council risks causing distress to other users of the open spaces, who may unexpectedly encounter this personal event, or distress to the applicant who may feel that their wishes cannot be supported.

River Walk, Whetmead and James Cooke Wood are public open spaces used for recreation and quiet enjoyment by the local community. The Council cannot guarantee privacy, prevent accidental public presence or remove the possibility of discomfort for those who encounter the event. This suggests that these spaces are not naturally suited to a formal approval process for this activity.

It is recognised that scattering of ashes is carried out on WTC open spaces without the Council's knowledge. However, as the formal policy has proved difficult to implement, withdrawing the policy entirely will provide a clearer position. A simple stance that ash scattering is not formally permitted on WTC open spaces will avoid difficult case-by-case decision making and remove the need for officers to negotiate sensitive arrangements that may never be fully satisfactory.

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.

- (a) Biodiversity – No impact.
- (b) Crime and disorder – No impact.

Advice:

- To recommend the withdrawal of the Scattering of Ashes policy in full.



Witham Town Council: Scattering of ashes policy

Policy Overview

This Policy has been introduced regarding the scattering of human ashes on the Council's managed open spaces. This is to ensure that the issue is administered for the mutual benefit of all users.

Objectives of the policy

The Council is seeking to ensure that it is adopting a clear, measurable and sympathetic approach to the management of its facilities, which will take account of the sometimes contrasting needs of a variety of users to our open spaces.

The policy will relate to the scattering of ashes on the River Walk, Whetmead Nature Reserve and James Cooke Wood. The scattering of ashes is not permitted in All Saints Closed Churchyard also managed by Witham Town Council.

General

- All applications to scatter ashes within the Councils open spaces should be completed on the request application form as per appendix 1 from the next of kin or executor.
- No memorials will be allowed on the site where ashes have been scattered.
- The Council reserves the right to remove any memorials.

Scattering of ashes on Council open spaces

- Ashes shall only be scattered in a location agreed in advance with an authorised Council officer and at a predetermined date and time in consultation with the next of kin or executor.

- No flowers or similar memorials shall be permitted to mark the occasion on the site at any time.
- The ashes should be scattered thinly and not in one solid mass on the ground. They should be scattered avoiding shrubs, trees and flower beds.
- Care should be taken when scattering ashes. This should be carried out discreetly, being aware of the wind direction and other users of the open spaces.
- Scattering of ashes can take place 7 days a week between the hours of dawn to dusk

Agreed at Minute 48, Environment Committee meeting held 15.04.2024

Reviewed: 14.04.2025

Review Date: April 2027

POLICY NO: WTC/60 - Environment Committee

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