



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

WITHAM TOWN COUNCIL

Date: **Tuesday, 21st February 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 23rd January 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. ESSEX POLICE

To receive a report from Temporary Chief Inspector Martin Richards.

7. TOWN MAYOR'S ENGAGEMENTS

To receive details of the Town Mayor's engagements attended for period 17th January to 15th February 2023 attached at page 4.

8. TOWN CLERK'S REPORT

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

9. CUT THROAT LANE ALLOTMENTS

To consider asking Braintree District Council to reinstate the Cut Throat Lane allotments as an Asset of Community Value.

10. ACTION FOR FAMILY CARERS

To consider a grant aid request from Action for Family Carers (first considered at Minute 65 of Community Committee Meeting held 6th February 2023 attached at page 5).

11. SECTION 106 – BRIDGE ACROSS THE RIVER BRAIN

To consider a report from Braintree District Council concerning a potential bridge across the River Brain attached at page 17.

12. COMMITTEE REPORTS

(a) **Planning and Transport Committee held 23rd January and 6th February 2023**
Minutes 210 to 235 (inclusive).

To receive a report of the Meetings.

- (b) **Community Committee held 6th February 2023**
Minutes 57 to 71 (inclusive).

To receive a report of the Meeting.

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

Community Committee held 6th February 2023
Minute 72.

15. ALLOTMENTS

To receive the transfer documentation for consideration attached at page 20.

16. FUNDING REPORT

To receive the Funding Report attached at page 29.

17. LAND TRANSFER UPDATE

To receive the Land Transfer Update attached at page 30.

18. SAFER STREETS INITIATIVE

To agree to seal the Safer Streets Initiative funding agreement attached at page 31.

19. RIVER WALK EASEMENTS

To receive a report attached at page 47.



Nikki Smith
Town Clerk

NS/GK/16.2.2023

Agenda Item 7

**LIST OF DEPUTY MAYOR'S ENGAGEMENTS BETWEEN
JANUARY 17TH TO FEBRUARY 15TH 2023**

Thursday 9th February 2023, Witham Schools Collaborative Poetry Slam

Attended the Witham Schools Collaborative Poetry Slam at Hatfield Peverel Junior School, on behalf of the Mayor of Witham.

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GRANT FUNDING SCHEME APPLICATION FORM

Contact Details

1.	Name of your organisation	Action for Family Carers
2.	Primary contact name	Ruth Morton
3.	Primary contact telephone number	07702 858670
4.	Primary contact address	Brickhouse Farm Community Centre Poulton Close Maldon Essex CM9 6NG
5.	Primary contact email address	Ruth.morton@affc.org.uk
6.	Position within the organisation	Funding Coordinator

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 Sports Organisation <u>Not for Profit Organisation</u> Welfare Organisation Cultural Organisation Other (please specify).....
8.	Organisation Address	Brickhouse Farm Community Centre Poulton Close Maldon Essex CM9 6NG
9.	Registered charity number if applicable	1127164
10.	What year was your organisation formed?	1990

11.	Please describe the main activities of your organisation and any services you provide to the community	<p>Action for Family Carers has supported unpaid family Carers and Young Carers in Essex since 1990 with:</p> <ul style="list-style-type: none"> • Emotional and practical support to help Carers maintain a balance between caring responsibilities and a life outside of caring. • Activity Groups and Day Care Clubs – opportunities for Carers to take a break from the caring role. • Volunteer-led befriending and support – delivering befriending and counselling to Carers across Essex. • Carer and Family Response service. • GP Liaison Service • Young Carer clubs and support in schools. <p>Our Mission Statement is: “Action for Family Carers makes a positive difference to the lives of Carers including Young Carers”.</p>
12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	<p>10 x Trustees 85 x Members (excluding management committee) 39 x Paid staff (6 full-time, 33 part-time) 160 x Volunteers</p>
13.	Does your organisation have a registered bank account in its name?	Yes
14.	What is your organisations average yearly income?	825,002 (Average of FYE 2020, 2021, 2022)
15.	What is your organisations average yearly outgoings?	815,561 (Average of FYE 2020, 2021, 2022)
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	Witham Young Carers Club
18.	Project location	Witham Youth Centre Parkside Maldon Road Witham CM8 2BH
19.	Anticipated start and finish date	01.04.2023 to 31.03.2024
20.	Description of project	<p>Action for Family Carers will deliver a regular activity club providing a break, an opportunity to mix socially with peers and to participate in a variety of activities for local Young Carers. Young Carers take on caring responsibilities for other family members, due to age, physical or mental illness, disability or substance misuse.</p> <p>A dedicated Young Carers Club Lead will plan and manage club nights including direct contact with families to assess need and obtain consent and other relevant information. They will liaise with schools and other local agencies to identify local Young Carers that might benefit from the provision and to ensure that Young Carers and their families have access to appropriate support. A Club Night Assistant will help run the club nights along with the Lead and local volunteers.</p> <p>The club will run in the early evening for two hours at an established youth centre by agreement with Essex County Council. Most families are able to provide transport to and from the club, however where that is not the case (e.g. due to family financial constraints), we seek to support transport arrangements to ensure that those Young Carers don't miss out.</p>

<p>21.</p>	<p>What evidence do you have that this project is needed by the local community?</p>	<p>Action for Family Carers believes that all Young Carers should:</p> <ul style="list-style-type: none"> • Be safe – including from inappropriate caring roles. • Be well – both physically and mentally. • Have access to regular breaks from caring and to mix socially with others. • Have choices that aren't limited by their caring role. • Be able to enjoy their childhood and fulfil their potential. <p>The Social Care Institute for Excellence “Providing young carers’ and young adult carers’ breaks” cites that Young Carers describe the difference made by breaks and support as ‘everything’. They overwhelmingly agree that the support they received through their local carers service was invaluable to them.</p> <p>Our own research in Braintree District (including in Witham) entirely supports this view. Young Carers told us that they:</p> <ul style="list-style-type: none"> • Value opportunities for regular group and leisure activities with other Young Carers. • Value being with other Young Carers who “understand”. • Find regular and trusted support from a Young Carer Support Worker helps them cope with other life challenges as well as caring. <p>Before the pandemic, over one third of Young Carers reported having a mental health problem. During the pandemic this is likely to have got worse with over half saying they could not take a break from caring.</p> <p>There is no voluntary sector support or provision for Young Carers in Mid Essex other than that offered by Action for Family Carers which is currently running almost wholly from reserves and donations. Essex County Council has a statutory Young Carers provision and provides brief interventions for those in high need. We receive and give referrals to this service, ensuring that our work is complementary to theirs and avoids duplication.</p>
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<p>22.</p>	<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>Investing in young people.</p> <p>A Young Carer is someone under 18 who cares for another person; they may pick up mum’s prescription, dress dad or take their sibling to school. Alongside this, they still have to study for exams, look after themselves, and take care of their own wellbeing.</p> <p>Their extra responsibilities often mean they miss out on school and spending time with friends. It can impact their whole childhood. Our Young Carer clubs help them find balance, give them space to enjoy being young and support them into adulthood so they can pursue their dreams outside of caring.</p> <p>We seek to ensure that Young Carers get the same opportunities in life as those who don't have to care for someone. We also raise awareness of Young Carers and give them a voice on issues that affect them.</p>
<p>23.</p>	<p>If the project reaches fruition what will the benefit be to the local community?</p>	<p>Benefits and outcomes for Young Carers include:</p> <ul style="list-style-type: none"> • Improved self-confidence and self-esteem. • Development of strategies to manage their mental health and increase resilience. • Reduced isolation. • Development of social skills and independent living skills. • Participation in physical activity. <p>Young Carer clubs are provided for Young Carers aged 8 years and over. Most attendees tend to be aged 8-15 though some Young Adult Carers aged 16+ continue to attend including as volunteers.</p> <p>Family members will benefit indirectly through improved mood, behavior and relationships plus having access to relevant information and advice such as about support available for the whole family/household.</p>

24.	How will you ensure sustainability of the project?	<p>As a charity, we do not receive any statutory funding for our Young Carer services. Our Club Night and Schools services (currently with the exception of the two NE Essex Districts funded by NE Essex CCG) are reliant on small grants and donations.</p> <p>We will continue to fundraise and apply to grant giving organisations. We will seek to obtain multi-year grant funding which we will enhance with local short-term grants and fundraising. Our Trustees are committed to providing support and respite for Young Carers and are actively involved, giving practical fundraising support and promoting events.</p>
25.	How will you measure success?	<p>We will request feedback from the Young Carers and their parents/carers to ensure that everyone who attends the club is benefitting from the club and activities. We will ask children and young people to give us honest feedback on how we are helping them in the ways that matter. These will include having a trusted adult to talk to, being able to enjoy time with others and learning useful skills (for example, healthy eating) in a fun way.</p> <p>We record all interventions and actions on our secure database, CharityLog. CharityLog enables us to measure a Young Carer's progress towards goals and targets and gives both quantitative and qualitative data for monitoring.</p> <p>We also use the My Star measurement tool, which together with CharityLog data and conversations, gives us an accurate picture of the project's success towards achieving its aims and outcomes.</p>

Funding Specifics

26.	What is the total project cost?	£10,000
27.	Please state the total amount of grant required from Witham Town Council	£5,000
28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	<p>A grant awarded from Witham Town Council will contribute to the costs of running a Young Carer club which are as follows:</p> <p>£5,912. Staff costs. £3,003. Other costs. £1,114. Overheads.</p> <p>A budget sheet is included showing the complete breakdown of costs.</p> <p>No quotes are included as the application is not for the purchase of any equipment.</p>
29.	How much has been raised so far for this project?	<p>£5,000.</p> <p>This is part of £10,000 funding from Braintree District and Eastlight Community Fund which is nominally for:</p> <p>£5,000 to support Witham Young Carer Club £5,000 to support our Young Carers in Schools service within Braintree District.</p>
30.	Please detail any funding that will be given 'in kind'	We will encourage volunteers to help at the Young Carers club. We have a thriving volunteer resource, so any volunteers recruited will be well supported and receive any necessary training, DBS checks, etc. through that service.
31.	Please give details of how the balance of funding required will be sourced	<p>We will utilise some of the funding received from Braintree District and Eastlight.</p> <p>Our Trustees are committed to supporting Young Carers and Young Carer clubs and have authorised the use of reserves if 'bridging' funding is needed for a Young Carers club.</p>

32.	How many people will benefit from this funding being given, both directly and indirectly	Typical attendances at our Young Carer clubs across Essex is 15 at a session with an average 25 registered. A Young Carer club can potentially benefit up to 25 Young Carers at each session. This could double if, for example, the children attend alternate clubs by age group rather than every session.
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Public Engagement

33.	How do you publicise the services you offer?	<p>We publicise the services we offer via our website, www.affc.org.uk, The Essex Map and various social media outlets – Facebook, Instagram, Twitter and LinkedIn.</p> <p>We provide information about our services for Young Carers to schools, colleges and other youth provisions.</p> <p>We are also a Network Partner of Carers Trust and an affiliate of Carers UK and feature in their search facilities. Details of our services are shared with local CVS umbrella organisations and we regularly feature in their newsletters.</p> <p>We attend community network events where we may have our own information stand.</p> <p>We have a system for press releases where editorial copy is sent to local newspapers and publications.</p>
34.	How will you make sure that your project reaches its intended targets?	<p>Nobody is excluded from attending our Young Carer club by virtue of race, religion, gender or other characteristic. The only criteria is that they are a Young Carer. We therefore advertise widely in local schools so that the maximum number of children and young people are aware of the support available for Young Carers.</p> <p>We also accept referrals from schools, other professionals, parents and self-referrals directly from the Young Carers. This is via a form on our website and is easily accessed by anybody who wishes to use it. Referrers know that we will never share their details without their specific consent, so there are no worries around confidentiality.</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 – Young Carer’s parent</p> <p>Reference 2 – School pastoral support</p> <p>Jane Allen Elm Hall Primary School Conrad Road Witham Essex CM8 2SD</p> <p>admin@elmhall.essex.sch.uk</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: Ruth Morton

Position within the organisation: Funding Coordinator

Telephone number: 07702 858670

Email address: ruth.morton@affc.org.uk

Signature: 



Issue date: 1 December 2022

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ACTION FOR FAMILY CARERS LIMITED
 MR J CLARKE
 BRICKHOUSE FARM COMMUNITY CENTRE
 POULTON CLOSE
 MALDON
 ESSEX
 CM9 6NG



TREASURERS ACCOUNT

ACTION FOR FAMILY CARERS LTD

Account summary

Balance On 01 Nov 2022	£653,834.85
Total Paid In	£43,581.94
Total Paid Out	£60,023.21
Balance On 01 Dec 2022	£637,393.58

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Nov 22		STATEMENT OPENING BALANCE			653,834.85
02 Nov 22	FPI		100.00		653,934.85
02 Nov 22	FPI		2,000.00		655,934.85
04 Nov 22	BGC		14,515.00		670,449.85
07 Nov 22	SO			324.00	670,125.85
07 Nov 22	DD			947.64	669,178.21
07 Nov 22	DD			5,935.34	663,242.87
09 Nov 22	BGC		19.80		663,262.67
09 Nov 22	FPI		54.00		663,316.67
11 Nov 22	DD			90.00	663,226.67
11 Nov 22	FPI		1,793.00		665,019.67
11 Nov 22	FPI		72.00		665,091.67
11 Nov 22	FPI		162.00		665,253.67
11 Nov 22	DEP		27.00		665,280.67
11 Nov 22	DEP		11,707.50		676,988.17
14 Nov 22	DD			81.60	676,906.57
14 Nov 22	DD			4,061.00	672,845.57
14 Nov 22	FPI		1,093.61		673,939.18
15 Nov 22	BGC		22.67		673,961.85
15 Nov 22	FPI		1,000.00		674,961.85
16 Nov 22	BGC		5.00		674,966.85
17 Nov 22	DD			136.48	674,830.37

Your Account activity is continued overleaf

PKL2IK13100000

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Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
28 Nov 22	FPI		29.23		632,591.40
28 Nov 22	FPI		368.00		632,959.40
28 Nov 22	FPI		100.00		633,059.40
29 Nov 22	BGC		1,582.00		634,641.40
29 Nov 22	FPI		1,104.00		635,745.40
29 Nov 22	FPI		16.61		635,762.01
29 Nov 22	FPI		78.65		635,840.66
29 Nov 22	FPI		27.00		635,867.66
30 Nov 22	BP		160.00		636,027.66
30 Nov 22	FPI		92.00		636,119.66
30 Nov 22	FPI		160.00		636,279.66
30 Nov 22	FPI		506.00		636,785.66
30 Nov 22	FPI		200.00		636,985.66
30 Nov 22	FPI		60.00		637,045.66
30 Nov 22	FPI		40.00		637,085.66
01 Dec 22	BGC		200.00		637,285.66
01 Dec 22	DD			272.08	637,013.58
01 Dec 22	FPI		300.00		637,313.58
01 Dec 22	FPI		80.00		637,393.58
01 Dec 22		STATEMENT CLOSING BALANCE	43,581.94	60,023.21	637,393.58



PKL2IKI3100000

M31CC20ES4B D31CC20ES47

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The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPI - Faster Payment
DEP - Deposit

BGC - Bank Giro Credit
PAY - Payment

SO - Standing Order
BP - Bill Payment

DD - Direct Debit

Issue date: 1 December 2022

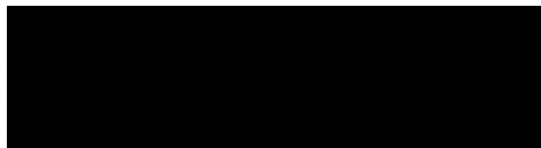
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ACTION FOR FAMILY CARERS LIMITED
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TREASURERS ACCOUNT

ACTION FOR FAMILY CARERS LTD

INTEREST RATES FOR THE PERIOD 11 OCT 22 TO 09 NOV 22

PKL2IK13100000

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Debit Rates 11 OCT 22 - 02 NOV 22	
Unauthorised Borrowing	13.10% pa
Debit Rates 03 NOV 22 - 09 NOV 22	
Unauthorised Borrowing	13.85% pa

Unless otherwise specified in the account charges brochure which applies to this account, the charges for unauthorised borrowing and unpaid items are set out below

Unauthorised borrowing fee: £0.00	Unpaid item (cheque): £0.00,
Unpaid item (direct debit): £0.00	Unpaid item (standing order): £0.00

If your account becomes overdrawn, or you exceed any agreed overdraft limit, we may allow an overdraft to be created or allow the agreed overdraft limit to be exceeded. In these circumstances the new or excess overdraft is an unauthorised overdraft and you will be charged at the rate for unauthorised borrowing which is shown on your statement and will incur other unauthorised borrowing charges shown above.

Interest is calculated on the cleared daily balance of the new or excess overdraft and is payable for the duration of the new or excess overdraft.

We may change any of our charges and interest at any time and will notify you in writing at least two months before we make any change. You will be deemed to have accepted any such change if you do not notify us to the contrary before the date any such change comes into effect. However, if you choose not to accept any change:

- You can close the account at any time before the change comes into effect provided that any outstanding amounts on the account are paid; or
- Our notice of the change shall be deemed to be notice of termination given under the terms of your account and your account Agreement will terminate the day before any change comes into effect. Should there be any outstanding balance on the account it will become immediately due and payable on termination.

When we tell you about a change we will do so by letter, e-mail, text, statement, statement inserts or messages or in any other way which is sent to you individually.

If the change is to your advantage we may change our interest rates at any time and without notice to you. We will tell you about the change by putting notices in our branches within three Business Days of making the change or by telling you personally within 30 days of making the change and we will update our website within three Business Days of an interest rate change taking effect.

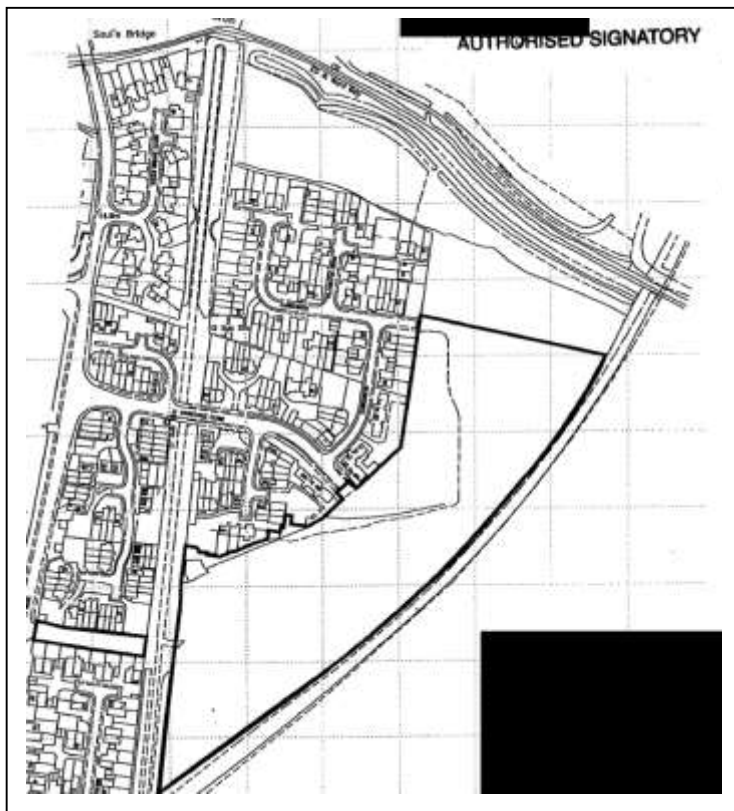
S106 - Planning Application 12/01620/FUL

Agenda Item 11

Section 106 funding from planning application 12/01620/FUL granted permission in March 2013. The agreement at Schedule 5, states: Cycleway Contribution. that the contribution can be used for the provision of '*... new and/or improved footpaths/ footways/ cycleways in the vicinity of the Development including, but not limited to, the provision of a bridge over the River Brain to provide a link to Blackwater Lane*'.

The amount that we hold is £72,867.56 which must be spent by September 2024.

The development relates to the area shown below:



There are a number of obvious routes that could be pursued as detailed on the next page.

Option 1

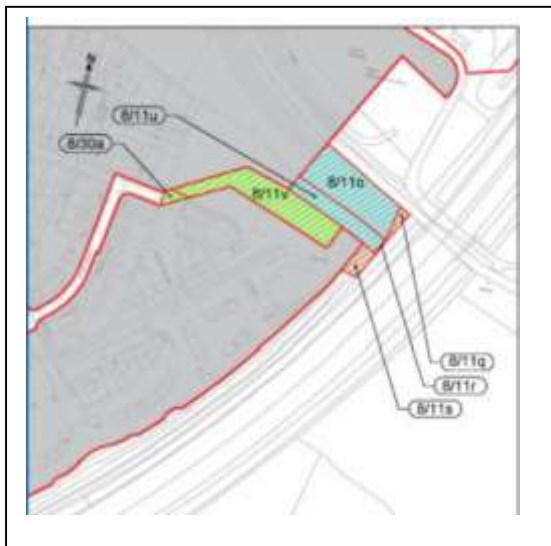
Build a cycleway from the existing cycle footpath across the River Brain, as shown below:



A12 Widening Project

National Highways are proposing to use the area shown below for the A12 widening project. The blue hatched area will be used for the relocation of utility services and the green hatched area will be used by construction traffic to access the Blackwater Lane area. National Highways will be building a temporary bridge over the River Brain for the construction traffic. National Highways will be undertaking these works from 2024 (subject to DCO) and the length of time is to be determined but could be 12 months.

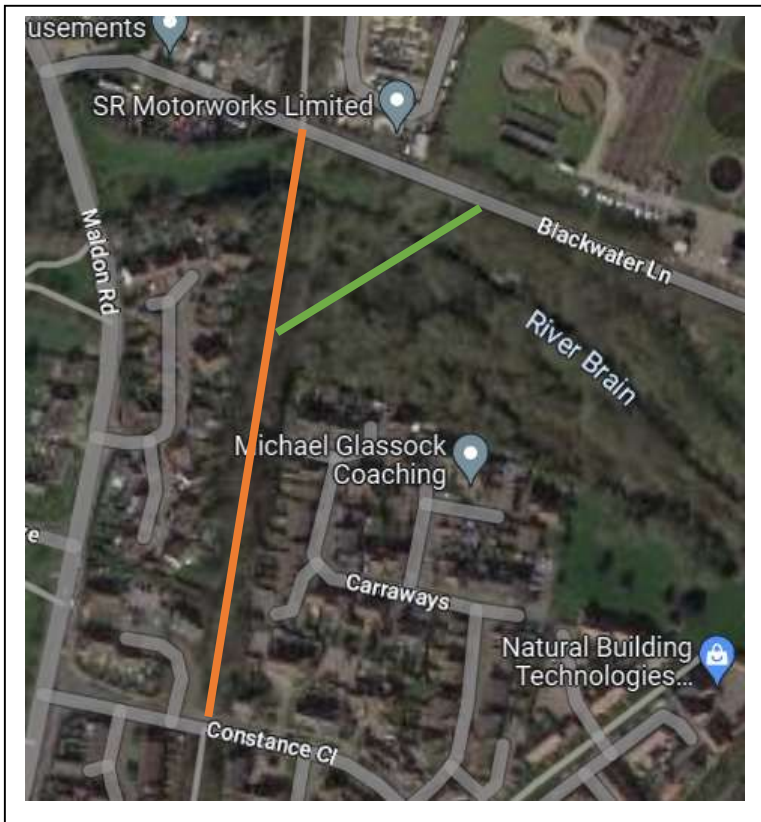
There may be an opportunity to discuss with National Highways the option of utilising the bridge after construction has completed but this will require much more detailed discussions.



Do Witham Town Council wish for cyclists to travel this route? Will it encourage cyclists to access the Whetmead area? Additional signage may be required.

Option 2

Another option to consider is the extension of the Blackwater Rail Trail, which would negate the need to walk over Sauls Bridge.



The path (shown in orange) is currently very overgrown and ends in a very steep bank to access the river. An alternative could be to look at a slightly diverted route (as shown in green).

Summary

BDC are intending to tender for a feasibility study to review the possibilities for the River Brain crossing in line with the S106 terms.

Two options have been listed above, however, there could be other options evolving from the study.

However, BDC wish to seek the views of WTC in the first instance, before committing the spend on the feasibility study.

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