



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

## NEIGHBOURHOOD PLAN STEERING GROUP

### AGENDA

FRIDAY, 26<sup>TH</sup> NOVEMBER 2021 AT 10:00AM

**MEMBERS:**

S. Ager  
K. Atwill  
P. Barlow  
J. Goodman  
S. Hicks  
C. Jay  
M. Lager

**OFFICERS:**

J. Sheehy  
S. Smith

**CO-OPTEES:**

**1) APOLOGIES**

To receive apologies for absence.

**2) MINUTES**

To receive the minutes of the last meeting held on the 3<sup>rd</sup> of August 2021 ([attached](#))

**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) OUTCOME OF RIVENHALL PARISH MEETING**

To discuss the outcome of the meeting with Rivenhall Parish Council, minutes ([attached](#))

**5) DESIGNATION OF AREA**

To designate the area the Neighbourhood plan should cover.

**6) CO-OPTEE LIST**

To discuss the suggested co-optee list for the group ([attached](#)) and note responses received to date

**ITEM 2**

**MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP HELD 3<sup>rd</sup> AUGUST 2021, COUNCIL CHAMBER.**

**PRESENT:**

Councillors S. Ager, P, Barlow, J. Goodman, and M. Lager (Chairman)

Rural Community Council for Essex: J. Stobart

Staff N. Smith (Deputy Town Clerk) G. Kennedy (Committee Clerk)

Apologies were received from Councillors K. Atwill, S. Hicks and C. Jay due to previous engagements.

Jan explained that she would go through the different stages to create the Neighbourhood Plan (NP), the tasks required and a draft timeline as a target but to recognise there could be slippage.

The Designated Area with a boundary map would need to be agreed. Members agreed the importance of including the new Bellway estate off Forest Road within the Designated Area albeit in Rivenhall. (This would include the phase running up to Rickstones Road along Rectory Lane as well as the separate phase opposite the school playing field between Rickstones Road and the builders yard and the schools on Conrad Road). Jan explained this needed to be a joint application with Rivenhall PC and an explanation made as to why this was appropriate. If Rivenhall PC disagreed the Examiner, when considering the NP, would have the power to extend the boundary and those residents would be able to vote in the referendum. Neighbouring parishes would need to be consulted in due course in any event.

Jan stressed the importance of consultation and listing all consultees as a Consultation Report would be required listing all comments and how they were dealt with.

Once the NP had been accepted by the District Council it becomes its Plan and if challenged it is responsible to defend.

The appointed Examiner will report back to Council as to whether modifications are required and then the NP will go to referendum.

Jan then listed the salient points on a flip chart (see draft timeline attached).

Jan pointed out that the District Local Plan would be up to 2033 and Witham's NP should run probably to 2050. (She would check this point with Alan Massow, BDC). She suggested that WTC meet with BDC early to discuss the NP. BDC would have evidence up to 2033.

Michael explained that there were two main concerns regarding the Town Centre –

- Use of materials on non-Listed Buildings in the Conservation Area, particularly now due to Climate Change,
- Design of Shopfronts in the Conservation Area.

Jan said baseline evidence would be required as a snap shot of the town now. SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis should be regularly applied. Policies should be sustainable, with a negative impact on the environment.

Grants and technical support would be available. (See PowerPoint presentation attached). She advised that grant applications be split as a technical support package would be available each time. Applications for grants would need to be specific. Budget would need to be available for the consultation stage.

Jan suggested that texts from other plans could be used and she would send links to appropriate NPs. The Plan should be organised in topics, listing vision and objections.

Policies need to be put in place with evidence, including statistical data, national/county studies. There should be an Action Plan for those items important for the public but do not fit into the NP.

The Working Groups can be topic based, they can do research then write up their section of the NP. Important to keep people aware of the NP with Focus Groups, surveys or exhibitions.

It was vital that all evidence is logged and kept up to date to be presented in a meaningful way.

The NP needed to be written in a consistent style.

The Steering Group needed to consider whether there should be a separate website for the NP or a separate page on WTC website. Important to have a Face Book page.

She said any survey needed to be left until you know what to ask.

She said to be mindful of the changes in Planning Legislation.

Members discussed employing a Project Manager which would provide continuity particularly as the NP would be completed over two administrations. The importance of value for money was stressed. Jan said that she could advertise on WTC behalf for a Project Manager to be employed on an hourly rate.

The suggestion was made that a big event in the Public Hall to launch the start of the process could be arranged.

Jan said that the cost of hall hire, banners and website would all be justifiable expenses to be covered by a grant.

It was thought that the Steering Group should meet again to discuss the launch.

Members thanked Jan for her presentation.

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Councillor M. Lager  
Chairman

GK/NS 4.8.2021

**Action Required:**

- **Need to meet with Rivenhall PC to agree that new Bellway Homes off Forest Road should be in the designated area.**
- **Consider an event to launch the NP.**
- **Once date arranged of above, contact potential co-optees.**
- **Agree with BDC the dates NP covers.**
- **Consider Witham NP branding.**
- **Consider website options.**
- **Set up Face Book page.**
- **Consider ways comments/evidence can be logged and kept up to date.**
- **Consider topic working groups.**
- **Consider when it would be appropriate to employ a Project Manager/Consultant**

**ITEM 4**

**MINUTES OF THE MEETING WITH RIVENHALL PARISH COUNCIL AT WITHAM TOWN COUNCIL HELD 1<sup>ST</sup> OCTOBER 2021 AT 1:00PM IN THE COUNCIL CHAMBER.**

**Present:-**

<b>Witham Town Councillors</b>	P Barlow, J Goodman, M Lager	
<b>Staff:</b>	J Sheehy	- Town Clerk
	N Smith	- Deputy Town Clerk
<b>Rivenhall Parish Councillors</b>	J Abbott, J Prime, B Wright	
<b>Staff:</b>	K Taylor	- Parish Clerk

Members of Rivenhall Parish Council were welcomed to the meeting and introductions made.

It was explained that the meeting had been convened as Witham Town Council had notified Braintree District Council of their intent to create a Neighbourhood Plan and that it was felt to be advantageous to include Rivenhall Parish Council in the process.

Members explained that Witham Town Council would like to include the area currently being developed by Forest Road in their Neighbourhood Plan.

Rivenhall Parish Councillors explained they were concerned that the boundary between Rivenhall and Witham was being encroached upon and that they were not willing to let areas of their parish be included within the proposed document. Rivenhall Parish Council stated that they were not prepared to give up any more land than they had been forced to do previously and were concerned that this would lead to boundary changes. Rivenhall Parish Council stated they would vigorously defend their parish boundaries and their belief was they are not afforded the same protection by Braintree District Council as other smaller parishes.

Rivenhall Parish Council stated that whenever development occurs on the boundary edge S106 contributions were always allocated to Witham and not Rivenhall Parish Council. This was disputed by members of Witham Town Council whom also stated that they receive very little S106 funding from Braintree District Council.

Witham Town Council members discussed that the Inspector may choose to include land from Rivenhall Parish Council within the Witham Town Council Neighbourhood Plan regardless of whether Witham Town Council chose to ask for it.

Rivenhall Parish Council agreed that this might occur but would not actively encourage it happening and hoped that the same would be true of Witham Town Council.

Witham Town Council reiterated their only interest was to include the area in the Neighbourhood Plan and were not pressing for the boundary to be changed.

Rivenhall Parish Council stated that they wished Witham Town Council luck with their Neighbourhood Plan and were happy to be a consultee and comment on the plan where appropriate.

The meeting was closed at 13:45pm.

Company / Organisation	Name	Position	Confirmed Attendance
WIW	Clair Tomalin	Office administrator	
WIW	Adrain Cousins	BID manager	
ECC	Ross Playle	Councillor	y
Land Owner	Simon Brice	High Sheriff of Essex	
Public Hall	Nigel Northfield	Manager	?
Open Spaces Sub-Committee	Barry Fleet	Member of the public	y
Tree group	Eric Teverson	Member of the public	
Co-op Witham	Jennifer	Store manager	
Eastlight Community Housing			
Witham Football club	George Vale	President	
Valley Green FC	John Cox	President	
Witham Rugby club	John Cox	President	
Witham Cricket club			
Witham Hockey club	Bob Ward	President	
Witham Leisure Centre			
Gyrus Olympics gymnastic club			
Hang out			
Boys Brigade	Lorne Campbell	Chair of Trustees	
Scouts			
Guides			
Stephensons			
Fern House	Marion Redding		
Maltings	Mrs S Zand	Headteacher	
NRA	Mr Damien Lee	Headteacher	
Freemen	Annie Northfield		
Freemen	Janet Gyford		
Spring lodge	n/a		
Community groups	John Palombi	Member of the public	y
Developer	Redrow		
Developer	Countryside		
Developer	Bellway		
Developer	Sanctuary		
Brights	Amanda Bright	Solicitor	
Planner	Paul Munson		
Planner	Eleanor Dash		
Witham Sixth form	Tracy Howard		
Howbridge infant school	Ms Anna Conley		
Howbridge junior school	Mrs L Dale		
Holy Family	N/A		
Powers Hall	Richard Benstock		

Chipping hill	Mr Ceri Jones		
Templar's	Mrs J Bass		
Southview	Julian Cochrane		
Elm Hall	Michael Wood		
Baptist Church	Revd Michael Child		
Bethel	Mr Chris Taylor		
Holy Family & All Ss	Father Nixon Gomez		
Methodist Church	Revd Barry Allen		
Witham & Villages Team (Anglican)	Revd Dr Jonathan Pritchard		
" "	Revd William Abbott		
" "	Revd Christine Newmarch		
" "	Revd Susan Malam		x
United Reformed	Revd Mark Ambrose		
" "	Revd Lorna Bantock		
Valley Church	David Howson		x
Rickstones Evangelical	Revd Adrian Diaper		
Yaxley Hair and Beauty			
The White Hart	Tracy	Manager	
Kessler Witham	Abi		
Holts	Sophie Kent		
East of England Coop funeral services			
1st Witham Scouts			
Edward Moore care home			
Parkview Care home			
Witham Library			y
Rushgreen Bowmen			
WAOS	Matthew Waldie		
Witham Muslim community			