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

AGENDA

Meeting of:	**Community Committee**		
Date:	**24th August 2026**	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.C.	Coleman	(Chair)	L.	Headley
P.	Heath	(Vice Chair)	R.	Playle
E.	Adelaja		J.	Robertson
L.	Barlow		A.	Sloma
B.	Fleet		E.	Williams

Nikki Smith
Town Clerk
NS/NZ/19.8.2026

1. APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Community Committee held 1st June 2026 (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. GUEST SPEAKER

An opportunity for the Committee to hear from the selected guest speaker ahead of a question and answer session.

Note: The chosen speaker for this Meeting is Liz Clark, from Citizens Advice.

6. ESSEX POLICE

An opportunity to receive any updates concerning local criminal matters and hear from any officers in attendance.

7. GRANT AID SCHEME

(a) **Project Reviews**

To receive project review forms from –
(i) Citizens Advice attached at page 4.
(ii) Witham Community Boxing Club attached at page 5.
(iii) Action for Family Carers attached at page 6.

(b) **Grant Applications**

To receive grant applications from –
(i) Citizens Advice attached at page 7.
(ii) Witham Community Boxing Club attached at page 8.
(iii) Home Start Essex attached at page 10.

8. TOWN CLERK'S REPORT

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

9. COMMUNITY COMMITTEE INCOME, EXPENDITURE AND BUDGET REPORT

To receive the Community Committee Income and Expenditure report for the period up to 31st July 2026 attached at page 11.

10. EVENTS UPDATE

To receive a verbal update on events.

11. SOCIAL MEDIA

To receive social media statistics attached at page 12.

12. BROOMFIELD HOSPITAL BUS UPDATE

To receive a verbal update.

13. CASH ACCESS REPORT

To receive a report attached at page 13.

14. EXCLUSION OF THE PRESS AND PUBLIC

At this point, the Chair will move the following resolution: Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2) and in accordance with Standing Order 3(d), the press and public should be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted.

15. INFORMATION CENTRE

To receive a report from the Information Centre Manager attached at page 17.

16. CCTV UPDATE

To receive an update on the CCTV System attached at page 20.

Agenda Item 7(a) (i)

DETAILS OF GRANT REVIEW FORM

Name of organisation – Citizens Advice Braintree Halstead and Witham

Position in organisation – Chief Officer

Project Details

Project title – Advice Service

Project Location – Witham

Actual start and finish date – April 2025 – March 2026

What was the total cost of project – £105,970

Breakdown of how grant was spent –
The grant £5,000 contributed towards the running costs of Citizens Advice's core information, advice and guidance services for residents in the Witham wards. The service provides free, impartial and confidential advice on a wide range of issues.

If there were any discrepancies between how the grant was spent and what was on the application form, please explain why –
There were no discrepancies. The grant was used for the services outlined in the original application.

Do you believe the project to be a success? If so how was this success measured? –
Yes. The project successfully supported Witham residents by providing free, impartial and confidential advice and guidance.

During 2025/26, **355 Witham clients benefited directly**, with **1,366 issues** dealt with. The main areas of advice were benefits, debts, financial matters, housing and Universal Credit.

The service also recorded an **income gain of £3,168,083** for Witham residents, demonstrating the significant financial benefit that the advice provided. The service also helped residents understand their rights, access support and find practical solutions to their problems.

How many people benefited from this project both directly and indirectly? –
355 people benefited directly from the Citizens Advice service. It is difficult to accurately calculate the number benefiting indirectly, but this could easily be around double the number of direct beneficiaries, including family members and other members of clients' households.

What lessons do you feel were learnt during this process? –
The service continues to see the significant financial pressures facing local residents due to the cost-of-living crisis, high energy costs and changes in government policy. Welfare reform and changes to renters' rights have also created additional challenges.

The key lesson is the continued importance of providing accessible, independent and confidential advice to local residents. The number and range of issues dealt with demonstrate the ongoing need for the service in Witham.

Back to Agenda

Agenda Item 7(a)(ii)

DETAILS OF GRANT REVIEW FORM

Name of organisation – Witham Community Boxing Club

Position in organisation – Volunteer

Project title – Witham Community Boxing Club

Project Location –Witham

Actual start and finish date – March 2025 to March 2026

What was the total cost of project – £3,645

Breakdown of how grant was spent –
The grant was used to purchase additional fitness and boxing equipment, including medicine balls, a free-standing punch bag, boxing gloves, groin guards, competition-approved head guards and branded competition kit for the club's amateur boxers.

If there were any discrepancies between how the grant was spent and what was on the application form, please explain why –
There were no discrepancies. The grant was spent as outlined in the original application.

Do you believe the project to be a success? If so how was this success measured? –
Yes. The project was successful and has helped the club grow its membership, improve its facilities and support its competing boxers. Membership has increased to approximately 70–80 people, with the England Boxing competition team growing from 3 to 16 boxers.

The equipment has been used extensively during regular training sessions, including sessions for children, juniors, adults, ladies, girls and SEND participants. The club also held its first Home Show, with 18 sanctioned bouts and over 100 spectators.

A member survey also showed positive outcomes. All 14 members surveyed reported improvements in their physical health and fitness, while all reported that their mood improved after sessions. Parents also reported improvements in their children's mood and behaviour.

How many people benefited from this project both directly and indirectly? –
Approximately 200 people benefited directly through gym sessions and activities, with a further 100 people benefiting indirectly, including parents, carers, teachers and the wider local community.

What lessons do you feel were learnt during this process? –
The funding allowed the club to purchase essential equipment without using its reserves and helped reduce the financial pressure on families by providing equipment and competition kit. The club has used the equipment extensively and has seen significant growth in membership and participation.

The club has also recognised the importance of continuing to develop sustainably while keeping membership costs affordable and ensuring that the gym remains accessible and inclusive for the local community.

Back to Agenda

DETAILS OF GRANT REVIEW FORM

Agenda Item 7(a)(iii)

Name of organisation: Action for Family Carers

Project title: Young Carers Club Witham

Project Location: Witham, Essex

Actual start and finish date: Not specified on the monitoring form. The project operates throughout the school year, with over 20 sessions per year, meeting every other week during school terms.

What was the total cost of the project: £2,600.56 in staff salary costs allocated to delivering the Witham Young Carers Club sessions and trips.

Breakdown of how grant was spent:
The £1,500 grant from Witham Town Council was used as a contribution towards staff salary costs associated with delivering the Witham Young Carers Club sessions and trips. The organisation provided evidence of total staff costs of £2,600.56 and confirmed that £1,500 of these costs was funded by the Council grant.

If there were any discrepancies between how the grant was spent and what was on the application form, please explain why:
No significant discrepancies were identified. The grant was used for the approved purpose of supporting staff costs associated with the delivery of the Young Carers Club. The organisation confirmed that the full £1,500 grant was spent.

Do you believe the project to be a success? If so, how was this success measured?
Yes. The project appears to have been successful in achieving its intended objectives of providing young carers with opportunities to socialise, relax, develop friendships and improve their wellbeing. The Club provides regular activities including arts and crafts, cooking, games and trips, as well as opportunities for personal development and stress management.
The organisation reports that 86% of children attending feel happier, 80% make new friends and 61% feel less anxious. The Club also provides young carers with experiences that they may otherwise miss because of their caring responsibilities, helping them to feel more included and connected with their peers.

How many people benefited from this project both directly and indirectly?
The organisation reported that **20 young people** directly benefited from the project. The wider benefits are likely to extend to their families through improved wellbeing, confidence and reduced anxiety among the young carers.

What lessons do you feel were learnt during this process?
The project demonstrates the importance of providing young carers with regular opportunities to socialise with others who have similar experiences and to participate in activities that support their emotional wellbeing and personal development. Providing access to trips, activities and shared experiences can help reduce feelings of isolation and enable young carers to experience a greater sense of inclusion and normality.
The organisation also demonstrated that relatively modest funding can contribute towards the staffing required to deliver regular support to vulnerable children and young people. No unforeseen difficulties were reported.

Back to Agenda

Agenda Item 7(b)(i)

DETAILS OF GRANT FUNDING SCHEME APPLICATION FORM

Name of organisation	Citizens Advice Braintree & South Essex
Activities of organisation	Provides free, confidential, independent information, advice, guidance and advocacy to Witham residents.
How many committee members?	11 trustees
How many paid staff?	55 paid staff and 112 volunteers
Registered bank account?	Yes – CAF Bank
Yearly income	£1,529,062
Yearly outgoings	£1,586,241
Project title	Advice Service
Description of project	To continue providing free, impartial and confidential advice, guidance and advocacy to Witham residents through face-to-face, telephone, email and digital services. The service supports residents with issues including benefits, debt, housing, financial matters, employment and family matters.
How will you ensure sustainability?	Through the more efficient operating model created following the 2023 merger, reduced overheads, active Trustee and Senior Management oversight, and ongoing fundraising and development activity to secure additional funding.
Total project cost	£105,000
Total amount requested	£10,000
How much have you raised for the project?	£93,090 from Braintree District Council core grant funding.

Back to Agenda

DETAILS OF GRANT FUNDING SCHEME APPLICATION FORM

Agenda Item 7(b)(ii)

Name of organisation	Witham Community Boxing Club Ltd
Activities of organisation	England Boxing-affiliated non-profit community boxing club providing amateur boxing coaching, non-contact boxing, beginner boxing, recreational fitness, school holiday activities and fitness sessions for people of all ages and abilities. The club promotes physical and mental wellbeing, healthy lifestyles, confidence, discipline, social connections and community involvement.
How many committee members?	9
How many paid staff?	Not separately stated in the application – the application states **9 people are involved in running the organisation**.
Registered bank account?	Yes
Yearly income	£15,000
Yearly outgoings	£18,960
Project title	Expanding Access to Boxing and Holiday Activities in Witham
Description of project	Funding to develop and expand the club's community boxing, fitness and youth activity provision. The funding will be used to purchase boxing equipment, cardio and fitness equipment, strength and conditioning equipment, storage and safety equipment, and resources for the holiday activity programme. The project aims to increase participation, remove barriers to participation and provide safe, inclusive and structured activities for children, young people and adults.
How will you ensure sustainability?	The equipment will provide a long-term resource for the club's boxing, fitness and holiday programmes. It will be maintained through club income, fundraising, sponsorship and future grant applications. Membership fees and session charges will be reinvested into the club, while volunteers and qualified coaches will support the long-term delivery of the project.
Total project cost	£5,000
Total amount requested	£3,750
How much have you raised for the project?	£1,250 – comprising £750 from club funds and £500 from donations and community support.

Previous Witham Town Council grant: £3,645 was awarded in January 2025.

Direct/indirect beneficiaries: The project estimates **120 direct beneficiaries and 200 indirect beneficiaries**, giving an estimated total of **320 people** benefiting during the first 12 months.

Back to Agenda

Agenda Item 7(b)(iii)

DETAILS OF GRANT FUNDING SCHEME APPLICATION FORM

Name of organisation	Home-Start Essex
Activities of organisation	Home-Start Essex supports vulnerable families through family support groups, home visiting and telephone befriending, specialist support for families with SEND/neurodiversity, wellbeing programmes, counselling, perinatal support, baby massage and family fitness activities.
How many committee members?	10 committee members
How many paid staff?	39 paid staff
Registered bank account?	Yes
Yearly income	£932,242
Yearly outgoings	£875,839
Project title	Venue Hire – Witham Family Support Group
Description of project	Funding towards the cost of hiring the venue for the weekly Witham Family Support Group. The group provides a safe and supportive environment for parents, reduces isolation, provides advice and guidance, access to donated essentials, positive play and parenting support, and a school-readiness programme for children.
How will you ensure sustainability?	Home-Start Essex will continue to seek funding from charitable trusts and other grant providers, explore partnership and collaborative funding opportunities, demonstrate the project's impact through monitoring and evaluation, and incorporate the project into wider organisational delivery where possible.
Total project cost	£1,950
Total amount requested	£500
How much have you raised for the project?	£0 – no additional funding has yet been secured towards the £1,950 venue hire costs. The £500 requested from Witham Town Council would help reduce the funding shortfall and support the organisation in obtaining further match funding.

Back to Agenda

Witham Town Council

19 August 2026 (2026-2027)

Summary of Receipts and Payments

Cost Centre 2 (Between 01/04/2026 and 31/07/2026)

Agenda Item 9

Community

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
23	Information Centre Income/Stock	65,000.00	13,299.91	-51,700.09	55,000.00	14,002.27	40,997.73	-10,702.36	(-8%)
24	Witham Street Entertainment Festival	1,500.00		-1,500.00	23,000.00	1,750.00	21,250.00	19,750.00	(80%)
25	Music Event	1,500.00	1,116.20	-383.80	10,000.00	5,573.09	4,426.91	4,043.11	(35%)
26	Dog Show	1,000.00	482.50	-517.50	2,500.00	1,410.73	1,089.27	571.77	(16%)
28	Teddy Bear's Picnic	50.00		-50.00	1,200.00	250.00	950.00	900.00	(72%)
29	Christmas Events & Tree	1,500.00	970.00	-530.00	5,250.00	622.46	4,627.54	4,097.54	(60%)
30	Community Team - Salaries, NI & LGPS				156,031.00	40,105.65	115,925.35	115,925.35	(74%)
32	Christmas Decorations				13,000.00		13,000.00	13,000.00	(100%)
33	Witham Summer Fayre		620.00	620.00	1,500.00	1,195.16	304.84	924.84	(61%)
34	Information Centre & Administration				3,000.00	739.21	2,260.79	2,260.79	(75%)
35	Community Grant Aid				12,000.00		12,000.00	12,000.00	(100%)
36	Carnival Grant				8,000.00		8,000.00	8,000.00	(100%)
37	Professional Advice Support Fund				10,000.00		10,000.00	10,000.00	(100%)
38	CCTV				14,500.00	242.57	14,257.43	14,257.43	(98%)
39	Community Safety				1,500.00	84.91	1,415.09	1,415.09	(94%)
40	Community Special Constables Expenses				5,000.00	659.28	4,340.72	4,340.72	(86%)
41	Witham Open Garden				750.00	319.77	430.23	430.23	(57%)
42	Community Special Constable Recruitment				1,000.00	40.50	959.50	959.50	(95%)
43	Other Community Support				1,500.00	295.00	1,205.00	1,205.00	(80%)
46	Remembrance				1,000.00		1,000.00	1,000.00	(100%)
48	Halloween Event				2,700.00		2,700.00	2,700.00	(100%)
49	Silver Cinema				300.00		300.00	300.00	(100%)
53	Easter Quest				1,700.00	1,108.45	591.55	591.55	(34%)
54	New Events & Events Improvment				1,500.00	86.90	1,413.10	1,413.10	(94%)
55	BDC Grant	10,000.00		-10,000.00				-10,000.00	(-100%)
	SUB TOTAL	**80,550.00**	**16,488.61**	**-64,061.39**	**331,931.00**	**68,485.95**	**263,445.05**	**199,383.66**	**(48%)**

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**80,550.00**	**16,488.61**	**-64,061.39**	**331,931.00**	**68,485.95**	**263,445.05**	**199,383.66**
V.A.T.					1,512.08		
GROSS TOTAL		**16,488.61**			**69,998.03**		

Back to Agenda

Witham town council

ITEM NO:11

Officer Report: **Social Media Report – 1st May 26 – 31st July 26**

Issue:

The most popular posts on social media in the last 3 months have been:
Facebook: #WildlifeWednesday (Muntjac) – 606 likes
Instagram: #WildlifeWednesday (Fox) – 146 likes

The posts that reached the most people through the algorithms of social media:
Facebook: #WildlifeWednesday Muntjac – 59k, Witham Community Special Report - 25k
Instagram: #WildlifeWednesday (Fox) – 2055

Traffic on our social media pages:
Facebook
Visits to our profile: 14.1k (higher than last quarter)
Views of our content: 978k (higher than last quarter)
New followers: 261 (Up from 190 last quarter)
Total Followers: 5,246 (Up from 5,084 last quarter)
People reached: 113.7k (Up from 96.2k last quarter)

Instagram
Visits to our profile: 316 (Up from 262 last quarter)
Views of our content: 25.5k (Up from 21.5k last quarter)
New followers: 55 (up from 40 last quarter)
Total Followers: 1017 (Up from 994 last quarter)
People reached: 6k (up from 1.4k last quarter)

We post daily Monday to Friday, promoting WTC events and any other WTC initiatives. On Wednesday's we post or share something wildlife related to promote the River Walk, Whetmead or James Cooke Wood. Thursdays we post anything relevant to the weekend, e.g. Sunday Cinema and on the first of each month we post the upcoming meetings for that month. We also share anything that is relevant to the community, such as information from Essex Police
The last quarter has seen a huge response to our #WildlifeWednesday posts which brings traffic to the social media pages. We are now able to share content across more local groups which increases our footprint. The use of music & videos has enhanced the content around our events but remains professional in our communication.

Advice:
To receive & note

Back to Agenda

Cash Access Assessment Outcome

Link Scheme Holdings Ltd

On 15/07/2026, LINK completed an assessment of cash access in Witham, CM8 2BB because we received a request for a cash access assessment to be conducted.

Our Assessment Process

Our three-step process aims to ensure that we understand cash access needs in the community. ***It is important to note that we do not consider access to more complex banking needs, as they are beyond our remit.***

Step 1:

We check the cash access facilities within a 1-mile (urban) or 3-mile (rural) radius of the local area and identify the services available, including if:

- They offer the cash access services we're assessing.
- They can manage the demand from the local area.
- The travel time and/or cost to reach them is reasonable.

If there are suitable alternatives nearby, we may not need to take any further steps.

Step 2:

We assess the potential impact of any actual or proposed closure and any gaps we've found in cash access locally, considering:

- If any closure is permanent or temporary.
- How many personal current account holders will be affected.
- How businesses will be affected in terms of accepting cash and being able to deposit or withdraw notes and coins.
- The impact on vulnerable account holders, including if there are accessibility issues. If we need to consider assisted cash access, where help and support can be provided.
- If the remaining cash services can meet the local area's needs after a closure.
- How far alternative cash services are from the local area.
- The travel time and cost to the next available cash service, and if this is reasonable.
- If there are any seasonal or other demand fluctuations for cash services.

This step can include a site visit to understand the demand on the ground.

Some of the things we found out about the area and the cash services locally, which helped us to decide if there was a gap in services, can be found in **Appendix 1**, at the end of this document.

Step 3:

Using the outputs from Step 2 we identify any extra cash access services needed to address the gaps and we recommend what's reasonable to put in place to lessen the impact on people and businesses. If there are no gaps, then we will not need to recommend any additional services.

Cash Access Assessment Outcome

Link Scheme Holdings Ltd

What area have we assessed and why?

We have defined the local area by mapping the local high street and understanding who is likely to rely on it for cash services, and which businesses would be affected by any gap in cash services.

For this assessment, the local area is Witham.

We've checked:

- Where the people and businesses most affected by any gap are located.
- If the local area is urban or rural.
- What cash access services are still available within a 1-mile radius of where at least 95% of the area's residents live.

Assessment Outcome

We are not recommending the provision of any new or improved cash access services in Witham.

This is because our assessment shows there are already cash access services and facilities within a 1-mile radius which are suitable for the needs of the local area, or the deficiency does not cause a significant impact on the local area.

The facilities include at least one of each of the following and in some cases more:

- Free cash deposit and withdrawal services for personal current accounts.
- Cash deposit and withdrawal services for business accounts that allow for a reasonable mix of notes and coins to be deposited or withdrawn.
- A Post Office.
- Building Society Branch.
- A Deposit ATM.
- A Withdrawal ATM.

We know how important it is for people to be able to deposit and withdraw cash. We want to make sure everyone can access and manage their money easily and you can use our Cash Locator tool to find out more about the cash access services near to you.

How you can request a review of our outcome

We'll review our cash access assessment decision if you ask us to but only in these circumstances:

- You have a good reason to care about fair access to cash services in your local area.

Cash Access Assessment Outcome

Link Scheme Holdings Ltd

- You put your request in writing: e-mail: accesstocash@link.co.uk or write to: Link Scheme Ltd (Cash Access Request), Central House, Otley Road, Harrogate, HG3 1UF.
- You ask within 28 days of our initial decision.
- You provide new information that we didn't know about and that could change the result.
- You point out mistakes in our initial decision that could change the result.

We'll finish any review within twelve weeks, tell you what we have decided, and post the results on our website.

Appendix 1

Below are some of the things we found out about the area and the local cash services. We used this data to help inform our assessment.

About the area	
Is the retail centre urban or rural?	Urban
Is the local area urban or rural?	Urban
How many adults live near the High St?	18230
How many adults live in the local area?	29202
Number of shops on the High St	96

Nearest branch outside the High St serving both business and personal customers	
Bank Brand	Halifax
Bank Location	GREAT SQUARE, CM7 1UB
How far is the nearest branch?	6.6 miles
How long does it take to get there by public transport?	45 minutes
How much does the public transport cost each way?	£3

The closest banks (including those which only serve personal customers)				
Organisation Name	**Address**	**Postcode**	**Straight Line Distance (miles)**	**Public Transport Time (mins)**
Nationwide	96 NEWLAND STREET	CM8 1AH	0	0
Halifax	GREAT SQUARE	CM7 1UB	6.6	45
HSBC	GREAT SQUARE	CM7 1TX	6.6	45

The closest free to use ATMs		
Address	**Type**	**Distance (miles)**
NATIONWIDE, 96 NEWLAND STREET, WITHAM, CM8 1AH	External	0

Cash Access Assessment Outcome

Link Scheme Holdings Ltd

TESCO SUPERSTORE, 1 THE GROVE CENTRE, WITHAM, CM8 2YT	External	0.1
ASDA, 24 HIGHFIELDS ROAD, WITHAM, CM8 2HJ	External	0.4

The nearest Post Offices		
Address	**Postcode**	**Straight Line Distance (miles)**
76 Newland Street, Witham	CM8 1AH	0.1
1 Spa Road, Witham	CM8 1NE	0.7
113 Hatfield Road, Witham	CM8 1EE	0.8

You can find out more about our process and these data points here.

Back to Agenda

Witham Information Centre

Figures for May 2026

Total Visitors: 1,055

Total Sales: £3,796.06

Total Commission: £581.23

- We traded for 19 days during May giving us an average footfall of 55.53 visitors per day. This is our second highest average figure after last month. I have had as many as 85 customers one day, over a quarter of which were for recycling sacks. These figures does not include visitors to the Town Hall, such as eye clinic, clubs and the banks (unless they have a query or visit the Centre while they are here).
- WTC sales and commission are slightly higher than last month, but have again fallen significantly from last year. This is a theme that will continue for the summer as we move through our first year without Adventure Island tickets.
- Box Office sales remained static compared to last month but sales and commission rose by 34% and 53% respectively from last year. Our commission figures are made up from two parts: booking fees when we sell a ticket, and when each show/event takes place we take our commission as per our agreement with each group.
- There were no National Express sales.
- We sold our first trip for our latest new coach company, Lodges Coaches.
- During April we:
    - Held our regular Chatty Café each Thursday
    - Received regular visits from several customers that live alone and visit for company
    - Helped some of the more vulnerable members of our community by providing a safe space
- During May:
    - We sold 117 tickets to the Public Hall
    - We sold 574 photocopies
    - We helped 143 people by providing information
    - We took 14 reports of various problems in the Information Centre such as broken street lights or overgrown vegetation that we either dealt with ourselves or passed to the appropriate authorities
    - 53 people visited the Centre for leaflets, and 13 people dropped in leaflets or posters
    - We sold 110 items of Wilkins and 31 jars of honey
    - We gave bus timetables to 41 people and application forms for bus passes to 5 people
    - We gave out 78 dog bags and 305 recycling sacks
    - 9 people visited the Centre whilst at their Diabetic Eye Appointment and 72 people visited the Centre while also visiting one of the banks or for information about banks
    - We spoke to 42 people about the bin collections
    - We gave out 4 senior railcard discount codes

Witham Information Centre

Figures for June 2026

Total Visitors: 836

Total Sales: £3,215.36

Total Commission: £526.81

- We traded for 25 days during June giving us an average footfall of 33.44 visitors per day. As expected, this figure has dropped dramatically from the previous 2 months after the introduction of the new bin collection system and the phasing out of recycling sacks. The last few months saw a clamour for our remaining recycling sacks, which has now dropped dramatically, despite some requests where they are no longer needed. In addition we have had some very wet and very hot weather, all of which affects our customer numbers. Many residents in flats still need sacks for their recycling, and we have a few still available for those customers only. These figures does not include visitors to the Town Hall, such as eye clinic, clubs and the banks (unless they have a query or visit the Centre while they are here).
- WTC sales are similar to last month although commission has fallen by 13% since last month, but has actually risen by 12 & 25% respectively compared to last year as we reach 12 months since re sold out of Adventure Island tickets.
- Box Office sales dropped by 37% but commission remained static compared to last month. Looking at last year's figures, sales have stayed the same but commission has jumped by 66% as we have had a packed month of very popular shows. Our commission figures are made up from two parts: booking fees when we sell a ticket, and when each show/event takes place we take our commission as per our agreement with each group.
- There were several National Express sales.
- Sales for Lodges coaches have taken off this month, although a lot is down to one customer in particular.
- During June we:
  - Held our regular Chatty Café each Thursday
  - Received regular visits from several customers that live alone and visit for company
  - Helped some of the more vulnerable members of our community by providing a safe space, particularly during the heat
  - Were able to provide help and kindness to a homeless person that arrived at the Centre
  - Called a taxi and assisted a patient from the eye clinic who needed some help to get home
- During June:
  - We sold 104 tickets to the Public Hall
  - We sold 220 photocopies
  - We helped 152 people by providing information, of which 68 were questions about the bin
  - We took 19 reports of various problems in the Information Centre such as broken street lights or overgrown vegetation that we either dealt with ourselves or passed to the appropriate authorities
  - 49 people visited the Centre for leaflets, and 17 people dropped in leaflets or posters
  - We sold 86 items of Wilkins and 34 jars of honey
  - We gave bus timetables to 36 people and application forms for bus passes to 5 people
  - We gave out 78 dog bags and 22 recycling sacks (down from over 300)
  - 17 people visited the Centre whilst at their Diabetic Eye Appointment and 66 people visited the Centre while also visiting one of the banks or for information about banks
  - We spoke to 68 people about the bin collections
  - We gave out 5 senior railcard discount codes

Witham Information Centre

Figures for July 2026

Total Visitors: 724

Total Sales: £2,468.74

Total Commission: £408.26

- We traded for 2 days during July giving us an average footfall of 31.48 visitors per day. The ongoing very hot weather definitely appears to have affected our customer numbers. These figures does not include visitors to the Town Hall, such as eye clinic, clubs and the banks (unless they have a query or visit the Centre while they are here).
- Both WTC sales and commission have risen slightly compared to last month. Sales for July have risen by almost 40% compared to last year, with commission also rising by 27%
- Box Office sales dropped quite dramatically this month, as did commission. We are coming to the end of the current brochure and there are no shows in August, both of which have contributed to lower sales. The commission figure has been affected by lower sales and therefore less booking fees, as well as lower selling shows in July which have attracted less commission. Our commission figures are made up from two parts: booking fees when we sell a ticket, and when each show/event takes place we take our commission as per our agreement with each group.
- There were several National Express sales.
- I made a sale for Elite Travel this month
- During July we:
    - Held our regular Chatty Café each Thursday, which as well as providing tea and company, also offers support and signposting, where possible and appropriate, to those who attend
    - Received regular visits from several customers that live alone and visit for company
    - Helped some of the more vulnerable members of our community by providing a safe space, particularly during the heat
    - Were able to provide help and kindness to homeless people on several occasions
    - We provided medical care after falls in the town, as well as a cup of tea to calm the nerves
    - We pointed a customer in the direction of the bereavement groups in the town
    - Hosted the first BDC Housing drop in, which was well attended and will continue to be held fortnightly
- During July:
    - We sold 61 tickets to the Public Hall
    - We sold 347 photocopies
    - We helped 98 people by providing information, of which 24 were questions about the bin
    - We took 19 reports of various problems in the Information Centre such as broken street lights or overgrown vegetation that we either dealt with ourselves or passed to the appropriate authorities
    - 46 people visited the Centre for leaflets, and 9 people dropped in leaflets or posters
    - We sold 98 items of Wilkins and 49 jars of honey
    - We gave bus timetables to 20 people and application forms for bus passes to 6 people
    - We gave out 89 dog bags and 17 recycling sacks
    - 9 people visited the Centre whilst at their Diabetic Eye Appointment and 49 people visited the Centre while also visiting one of the banks or for information about banks
    - We spoke to 24 people about the bin collections
    - We gave out 2 senior railcard discount codes

Back to Agenda

Proposed expansion of the existing Witham Town Council CCTV system

Update with new cameras & existing changes in deployment to improve CCTV capability to enhance public safety and provide increased deterrent to crime and anti-social behaviour.

18th August 2026

The current network of CCTV cameras has provided Witham with an increased deterrent and crime detection capability, however, there are some noticeable locations that are not yet serviced by a camera or the current installation needs additional directional support.

The CCTV system in situ is not “live” monitored which means that we do not need a dedicated person(s) to anticipate any issues and move or track with the existing camera network. We feel that Witham, at this present time, does not require this enhanced level of CCTV monitoring but there is an opportunity to improve this passive system with the addition or relocation of cameras.

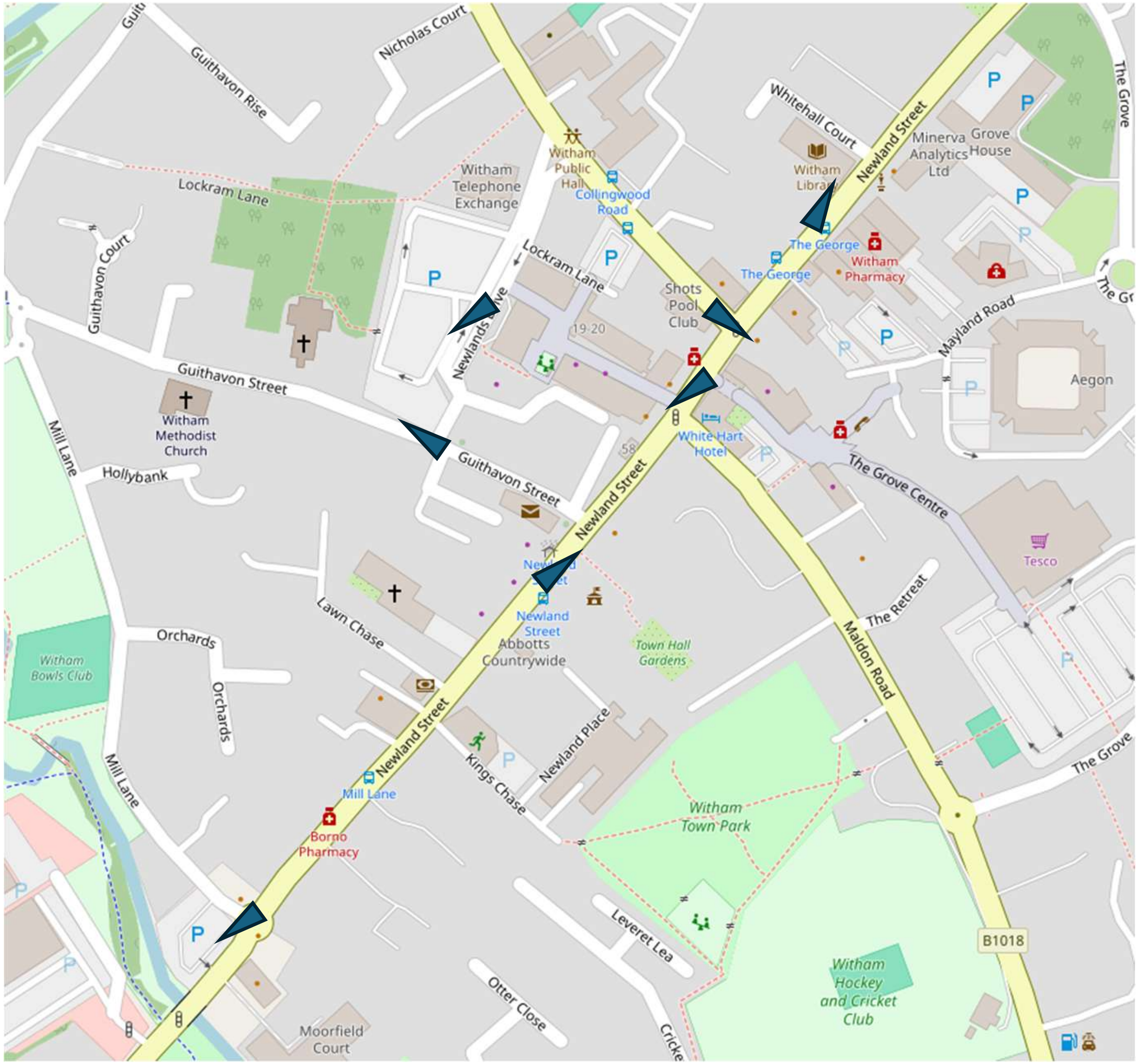
Utilising existing cameras and relocating others is a cost effective solution, however, we it is important to balance the age & reliability of our older cameras without compromising their effectivity. In the next few slides I will be identifying existing areas that would benefit from an improved camera installation.

Risk assessments for each of the modified locations will need to be updated but these are not brand new installations that would require consultation.

The map shows the current installations and the limited coverage.

Within the town area we have 7 cameras which are all single lens PTZ (Pan, Tilt, Zoom). This allows a qualified person to manipulate the view of the camera to a specific target and can then enhance or even track a subject in a ‘live situation’.

To monitor in a ‘live’ mode requires an enhanced CSAS accreditation and a dedicated person(s) to view the cameras throughout the day and night if applicable. The current level of detection required in Witham does not require this enhanced level and therefore each of our PTZ cameras is placed into a default view which is believed to deliver the most likely benefit to the Council, Law Enforcement Agencies and the protection for members of the public. Due to the size and configuration of the town centre layout, this leaves ‘gaps’ in the camera coverage.



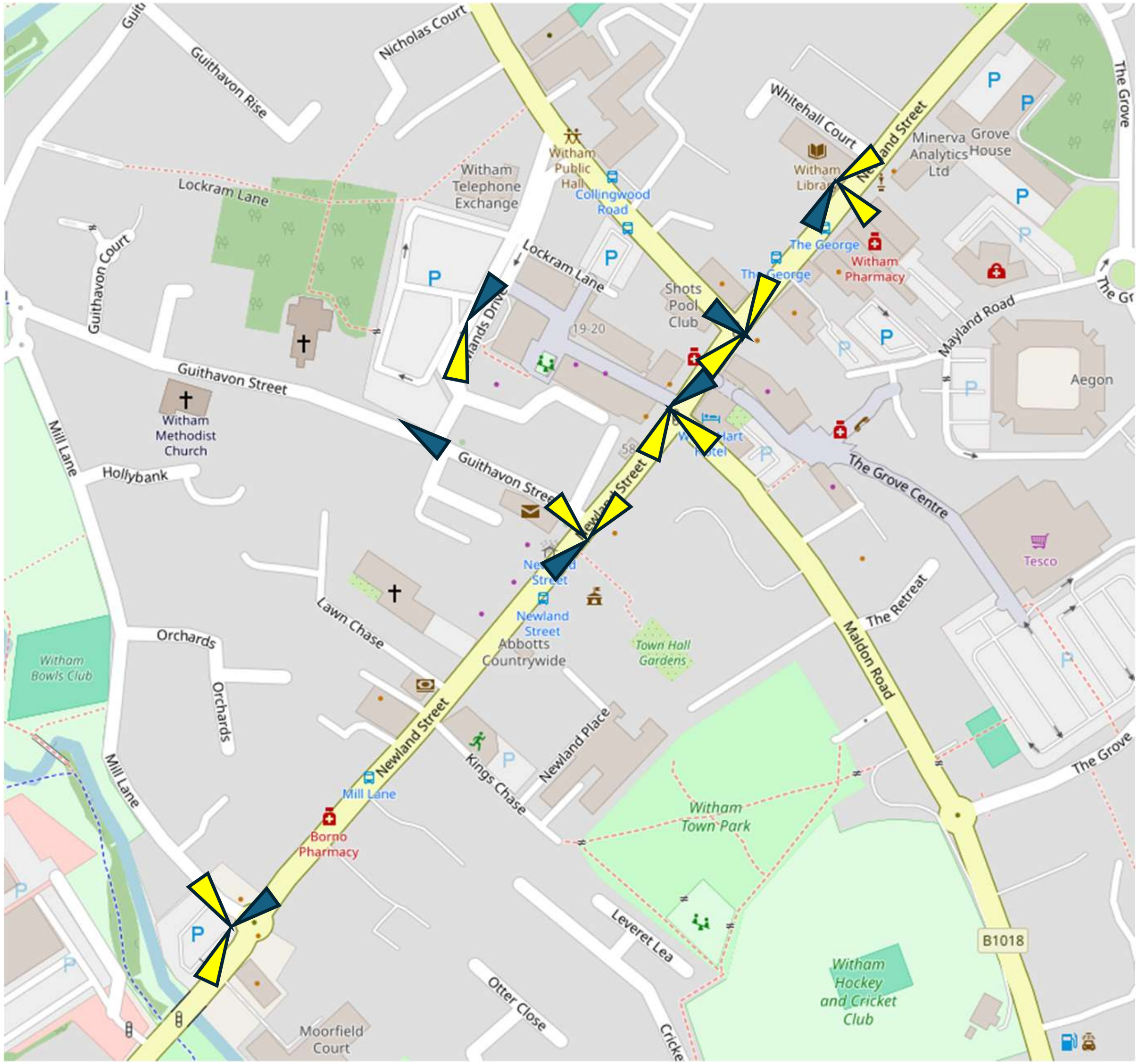
Existing cameras with default view direction

To improve the coverage in the town centre which is predominantly the higher footfall areas, it is proposed to change the single lens PTZ cameras to fixed multi lens cameras.

The fixed lens does include a zoom capability but cannot be moved once set. These can have a ‘fish-eye’ configuration with overlapping fields or could be single lens with a fixed point field.

- A choice is then required on how we wish to proceed.

1. Add additional fixed lens cameras to our current PTZ installations (maintaining viewing flexibility)
2. Remove all PTZ cameras for deployment in new locations and replace with multi lens options
3. Hybrid – remove some PTZ cameras and replace with multi lens options



Existing view direction

Proposed cameras views

Factor	Multi-lens CCTV	PTZ CCTV
Coverage	Continuous multi-angle, no blind spots	One direction at a time; blind spots when moving
Best for	Town centres, parks, lobbies, junctions, public spaces	Car parks, campuses, long sightlines, operator-driven monitoring
Detail capture	Good general detail across wide area	Exceptional detail at long distance via optical zoom
Event reliability	Always records everything	Can miss events if pointing elsewhere
Movement	Fixed	Motorised; can track targets
Maintenance	Fewer moving parts	Motors wear over time
Cost profile	Higher unit cost but replaces multiple fixed cameras	Higher maintenance; may reduce camera count in large open areas

Current improvement work

The current network of cameras includes the Avigilon system (Wifi) of 12 cameras (10 across the town and 2 at the Town Hall) and the HikVision system (Sim card) of 10 cameras (which includes 3 multi lens deployments)

Camera 1 – new Wifi bridge required due to internal failure (quote approved & work to commence 27/8/26)

Camera 8, 9 & 10 – Required a signal repeater mounted on the roof of the Baird's Malt Factory, this was deployed F.O.C. in 2010 but since January 2026 there has been further paid installations on the roof by telecoms companies which has placed their equipment immediately adjacent on in front of our equipment. Access has been granted on 27/8/26 for engineers to access the roof and reposition our existing equipment . A test period will then determine if this has fixed the poor signal quality which compromises the camera stability. If this does not meet our requirements then a switch to Sim Card cameras may be required. This would require the purchase of new HikVision style cameras and would then release 3 PTZ Wifi cameras for alternative deployment.

Camera Unit 4 – relocate to next nearby lighting post (owned by WTC) to provide a better viewing capability. New location would be the junction of the footpaths between Chelmer Road, Highfields Road and leading to the viaduct towards the Duck Pond.

Camera Unit 9 – Relocate to town centre location. Camera does not serve any function at Conrad Road position.

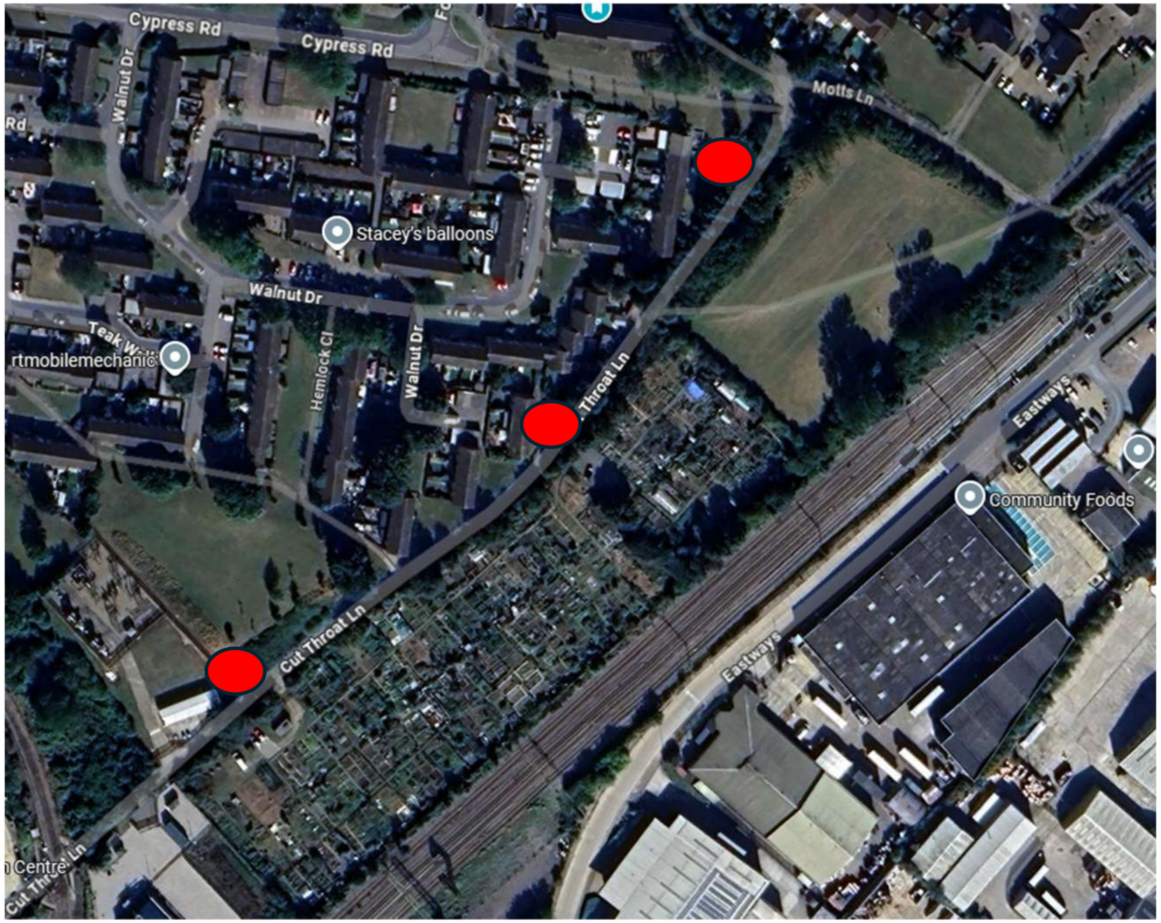
Enforced works

Essex Highways requested the removal of 3 cameras from lighting posts on Cut-Throat Lane due to the integrity of the lighting posts.

A decision by Essex Highways has been made that no attachments can be made to folding lighting pillars or aluminium lighting pillars.

We currently have 3 cameras deployed in this area and I have now completed the necessary licence applications to have these cameras redeployed to other locations in Witham which are detailed in the following slides.

Cut Throat Lane



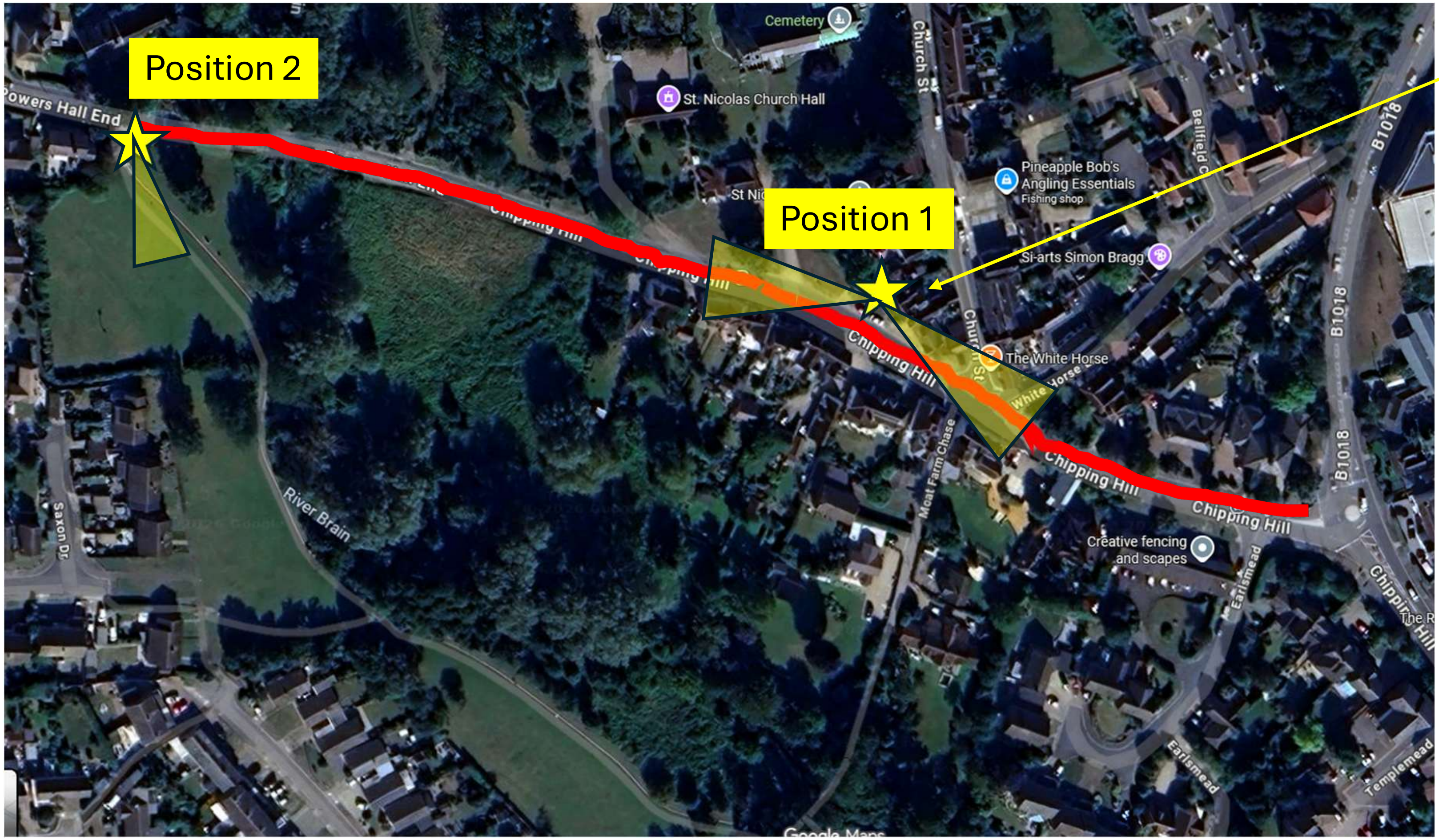
Current positions on Cut Throat Lane which are no longer approved installations

Every avenue was explored to maintain CCTV on Cut Throat Lane due to the high footfall from the North side of the town to the station or through on to the town but the only feasible solution at this time would be to install a standalone post which would require a power source to feed the camera.

Solar powered CCTV cameras have been considered for this application but we have been advised by our CCTV supplier that due to the trees along the lane the cameras would not function to the level we would expect and therefore not recommended.

A trial of a solar powered CCTV camera will be run at the nearby allotments and then we can reassess the potential application here.

New deployment of existing cameras - Chipping Hill



2 of the 3 cameras from Cut Throat Lane can be deployed on Chipping Hill

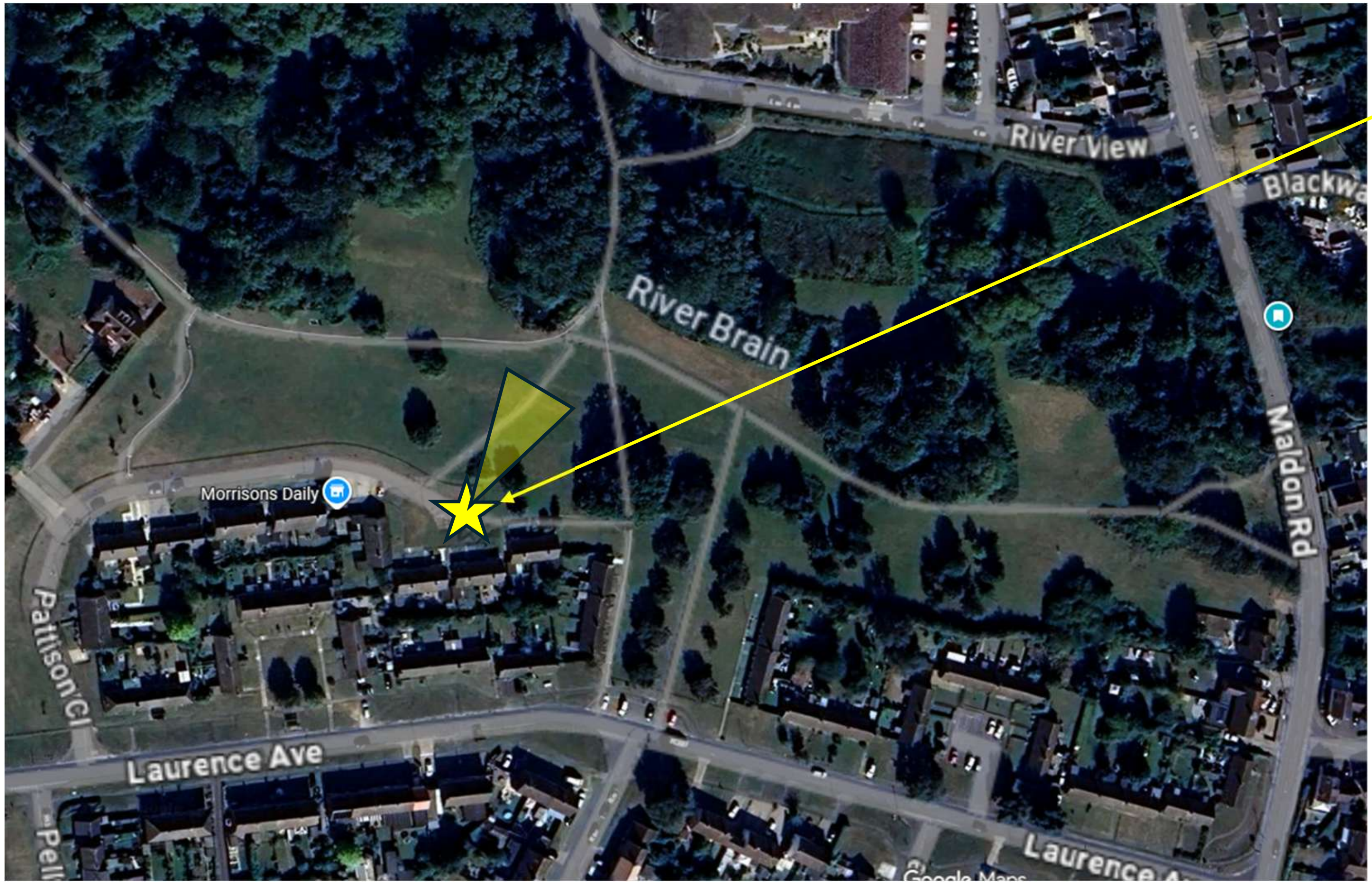
Position 1 –
Minimal solution would be a PTZ capable camera that could be repositioned.
Ideal solution 2 fixed or 1 fixed, 1 PTZ camera

Position 2 –
PTZ camera at entrance to the River Walk

Currently there are no cameras along the stretch from the B1018 to Powers Hall End

Essex Highways Lighting posts

New deployment of existing camera - Pattison Close



Agreed location

This provides a view across the green space covering the main footpaths converging near to the footbridge towards Helen Court.

Minimal solution would be a PTZ capable camera, ideally with a fixed camera integrated.

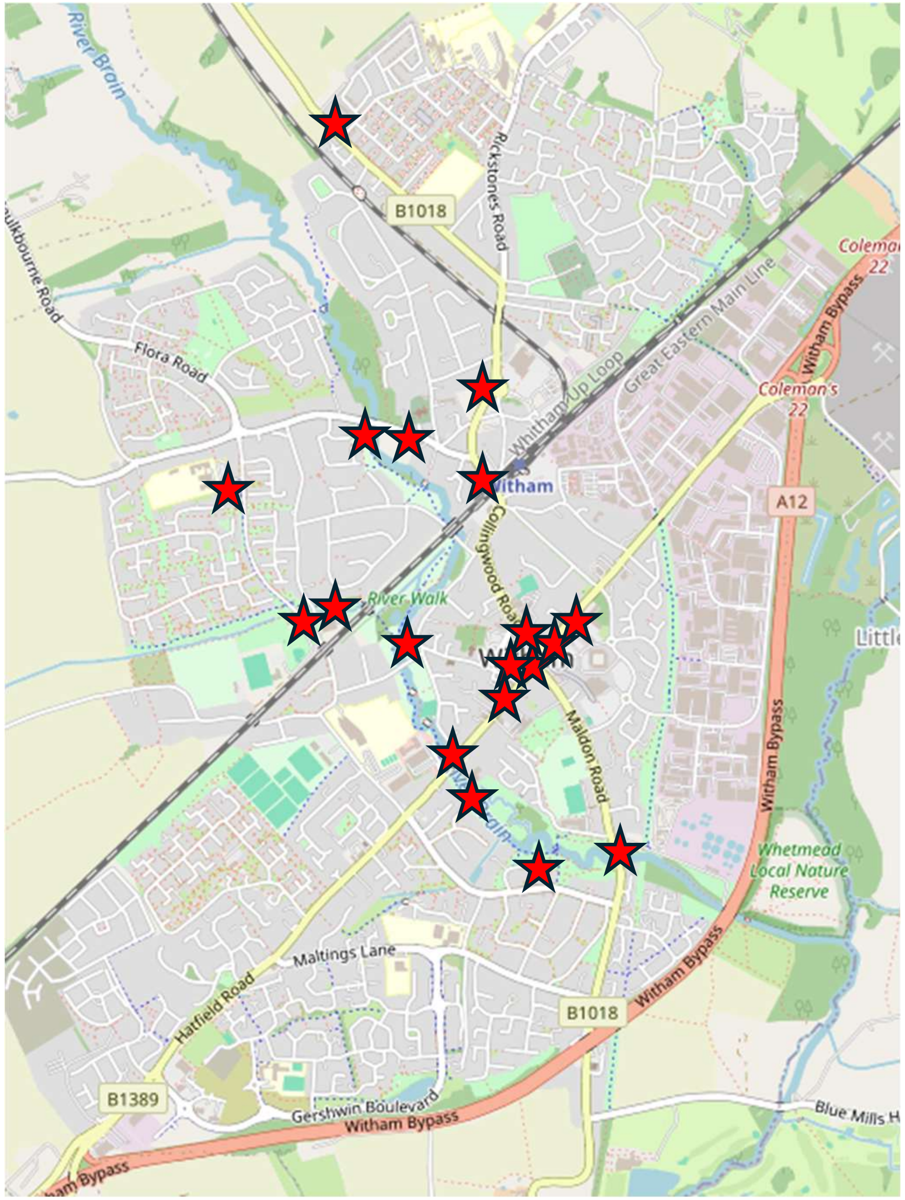
There is no power pick up point on the River Walk and therefore the nearest lighting post is on Pattison Close.

Essex Highways Lighting post

Locations of cameras when current planned changes are implemented

Currently no CCTV coverage along Hatfield Road, Rickstones Road, Maltings Lane or Flora Road or associated areas.

Trail cameras are currently deployed on a temporary basis at locations identified for previous criminal damage or anti-social behaviour that have not facility for powered connection. Sites include James Cooke Wood, Whetmead Nature Reserve and the River Walk between Bramble Road and Church Street.



Summary

The proposal for an enhanced camera network increasing the existing CCTV system would require the following;

- 11 new cameras to improve coverage in the town centre. This may be individual cameras added to the existing PTZ or replacement of the PTZ’s with a new multi lens option

- 3 Existing Wifi cameras to be assessed which may lead to replacement with Sim Card alternatives (Sim Card contract required for each camera)

- 3 Existing Sim Card cameras to be moved to new locations (licence granted)

If the PTZ’s are replaced completely they are owned by WTC and additional deployments could be considered.

Back to Agenda