

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 upon any item on the Agenda.

Order Note: A maximum of 30 minutes is designated for public participation time with no individual speaker exceeding three minutes unless otherwise granted an extension by the Chairman under Standing Order 3(F) & 3(G)

5. ESSEX COUNTY AND BRAINTREE DISTRICT COUNCIL UPDATE

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

6. TOWN MAYOR'S ENGAGEMENTS

To receive details of the Town Mayor's engagements attended for period 15th March to 11th April 2022 ([attached](#) at page 4).

7. TOWN CLERK'S REPORT

To receive the Town Clerk's report on matters arising ([attached](#) at page 5).

8. GRANT AID REQUEST – CITIZENS ADVICE

To receive a grant aid request from the Citizens Advice ([attached](#) at page 6).

9. A12 – WIDENING

To receive a report ([attached](#) at page 13).

10. COMMITTEE REPORTS

(a) Planning and Transport Committee held 14th and 29th March 2022

Minutes 244 to 267 (inclusive)

To receive a report of the Meetings.

(b) Policy and Resources Committee held 29th March 2022

Minutes 51 to 63 (inclusive)

To receive a report of the Meeting.

11. 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 (S5) of the Local Government Act 1972.

12. LAND TRANSFER

To receive a report ([attached](#) at page 15).



Nikki Smith
Town Clerk

NS/GK/5.4.2022

Agenda Item 6

LIST OF MAYORAL ENGAGEMENTS
COUNCILLOR MRS ANGELA KILMARTIN
15th MARCH 2022 TO 11TH APRIL 2022

Friday, 18th March	The Chairman of Braintree District Council’s Civic Reception Attended the Chairman of Braintree District Council, Councillor Sue Wilson’s Civic Reception.
Friday, 25th March	Witham Industrial Watch Meeting Attended the Witham Industrial Watch members meeting and gave a talk on her time as Mayor. Prayers for Ukraine Attended Prayers for Ukraine at St Nicolas' Church, Witham.
Sunday, 3rd April	The Mayor of Witham’s Civic Service Hosted her Civic Service at St Nicolas’ Parish Church in Witham.
Wednesday, 6th April	WAOS, Betty Blue Eyes Attended a WAOS performance of Betty Blue Eyes at the Public Hall.

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Agenda Item 7

Town Clerk’s Report

Matters Arising

This report details all relevant matters arising that have occurred since the last Town Council meeting. Matters may feature on multiple reports, as they remain outstanding.

MINUTE	RESOLUTION	DIRECTION
	Nothing to report	

Notifiable Correspondence

This report details all relevant correspondence raised & received in response to a resolution. Correspondence remains outstanding on this list until fully satisfied by Full Council or its respective committee.

DATE	CORRESPONDENCE	STATUS
24 th March 2022	Letter from Councillor Butland to Councillor Lager	

Other Meetings

14th March 2022- Meeting with Cherie Root, Emma Goodings and Paul Partridge from Braintree District Council

24th March 2022 - SLCC Essex Executive Committee Meeting

25th March 2022 - Meeting with Andrew Lipski from Gigaclear

To Note

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Agenda Item 8



GRANT FUNDING SCHEME APPLICATION FORM

Contact Details

1.	Name of your organisation	Citizens Advice Braintree Halstead and Witham
2.	Primary contact name	Rachel Fahie
3.	Primary contact telephone number	01376 314207
4.	Primary contact address	The Public Hall, Collingwood Road, Witham, CM8 2DY
5.	Primary contact email address	Rachel.Fahie@bhwcab.org.uk
6.	Position within the organisation	Chief Officer

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.	Local voluntary organisation and registered charity. CABHW is also a company limited by guarantee
8.	Organisation Address	The Public Hall, Collingwood Road, Witham, CM8 2DY
9.	Registered charity number if applicable	1099232 Company Number 4740710
10.	What year was your organisation formed?	1974
11.	Please describe the main activities of your organisation and any services you provide to the community	We offer free, confidential and impartial advice services to the residents of the local area
12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	There are 7 trustees and 18 volunteers. There are 15 staff, all part-time, some on fixed short-term contracts, the majority of whom are front line staff working with clients
13.	Does your organisation have a registered bank account in its name?	We have accounts with CAF Bank

14.	What is your organisations average yearly income?	Our average income over the last 3 years is £225,099 p.a. This has been increased significantly over the past 2 years with one off emergency funding to support pandemic response work which was allocated to IT for remote working and new short-term projects.
15.	What is your organisations average yearly outgoings?	Our average expenditure over the last 3 years is £217,732
16.	Have you applied for a grant from Witham Town Council in the past? If so when and how much?	We have received an annual grant of £10,000 from WTC for the last few years.

Project Details

17.	Project title	Advice Service
18.	Project location	Witham
19.	Anticipated start and finish date	The project is on-going
20.	Description of project	<p>Citizens Advice Braintree Halstead and Witham offers free, impartial and confidential advice. We can all face problems that seem complicated or intimidating. We believe no one should have to face these problems without good quality, independent advice.</p> <p>We aim to work with people to try and fix the underlying cause of their problems. By helping them become more knowledgeable about their rights we can give them the confidence to take action. Our advice helps to prevent problems from escalating and enables people to regain control of their lives.</p> <p>Advice is offered through our Freephone advice line with follow-up face to face appointments as needed. We can also offer appointments via zoom.</p>
21.	What evidence do you have that this project is needed by the local community?	<p>We assist around 500 Witham residents each year. The main advice areas covered for the period April to December 2021 are:</p> <ul style="list-style-type: none"> • Debt • Benefits • Employment • Family & relationships • Housing

22.	<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>Our application meets the criteria for:</p> <ul style="list-style-type: none"> • Community health • Improving services for older people <p>Our approach to assisting residents enhances their overall wellbeing by helping them solve their problems and the underlying causes. The wider community benefits through universal access to free and comprehensive advice.</p>
23.	<p>If the project reaches fruition what will the benefit be to the local community?</p>	<p>The Witham Community will benefit from the continuation of free, confidential and impartial advice. There is no other organisation which provides the comprehensive and free services we offer. No-one else sees so many people with so many different kind of problems and that gives us a unique insight into the challenges people are facing today. We see how problems can be linked. By helping people with the underlying cause of their problems and making sure they don't get worse, we help reduce the need for public services. Since the pandemic started we have noticed a change in the issues which are brought to us. Whilst debt and benefits remain the top areas of advice, recent months have seen an increase in employment and family issues. We want to ensure that CABHW is able to respond to demand for advice as people begin to address problems in their lives both long-standing issues which they have ignored during the course of the pandemic and crisis situations which arise.</p> <p>We refer clients to other specialist services we offer such as our Warm Homes and disability outreach projects. We are also distributors of foodbank vouchers for the wider Witham community.</p>

24.	How will you ensure sustainability of the project?	An on-going business plan objective for our organisation is to undertake financial planning for future years to ensure the charity remains sustainable.
25.	How will you measure success?	We have a client management system which records client numbers, issues and outcomes.

Funding Specifics

	What is the total project cost?	The total cost of the general advice service and money advice service is £180,692
27.	Please state the total amount of grant required from Witham Town Council	£10,000
28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	The grant will be allocated to our general advice and money advice services and will be used to support the delivery of the services in the Witham wards.
29.	How much has been raised so far for this project?	Braintree District Council is continuing its funding of Citizens Advice for 2022-23.
30.	Please detail any funding that will be given 'in kind'	None
31.	Please give details of how the balance of funding required will be sourced	The budget for the money advice service is a breakeven one with the inclusion of the WTC grant. For general advice, there is an estimated small deficit which will be met from reserves if cost efficiencies for the year 22-23 are not achieved.
32.	How many people will benefit from this funding being given, both directly and indirectly	We anticipate there will be around 500/600 Witham residents who will use the service. The service is open to all Witham residents.

Public Engagement

33.	How do you publicise the services you offer?	In the last six months we have created social media platforms which have proved to be highly successful in informing the public of issues which may affect them and engaging them in our work. We now operate three
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		social media platforms. We continue our work in distributing leaflets across Witham in venues such as the library, Town Council. The Foodbank is very helpful in including our leaflets in their boxes. We link into a network of other voluntary and statutory organisations so that they know about the service we offer and how people can reach us. We are also redeveloping our website and this will be launched later in in 2022.
34.	How will you make sure that your project reaches its intended targets	We will interrogate our client management system to monitor client numbers and will amend our marketing plans to address any developments in client needs.

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>Melanie Hammond Chief Officer Citizens Advice Tendring 18 Carnarvon Road Clacton on Sea CO15 6QF Email: melanie.hammond@cabtendring.org.uk</p> <p>Bev Perkins Chief Officer Citizens Advice Colchester 28 Middleborough Colchester CO1 1TG Email: bev@colchestercab.org.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: Rachel Fahie

Position within the organisation: Chief Officer

Telephone number: 01367 314207

Email address: Rachel.Fahie@bhwcab.org.uk

Signature: *Rachel Fahie*

Checklist of Documents to be Included

Copy of previous year's bank statements	X
Copy of two quotes	N/A
Copy of bank details on headed paper	X
Completed and signed application form	X
Copy of latest AGM minutes	X
Any blank sheets used to expand on answers	

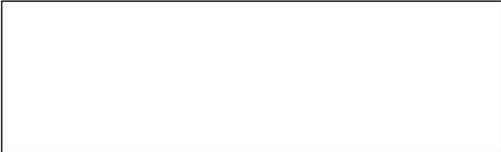
CAF Bank

Statement

Registered office: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
 T: 03000 123 456 F: 03000 123 600 E: cafbank@cafonline.org W: www.cafonline.org/banking

CAF Gold Account General

Braintree Halstead & Witham CAB
 MS Rachel Fahie
 Next to the Public Hall
 Collingwood Road
 Witham, Essex
 CM8 2DY



Page Number: 1

Current Gross Interest Rate is 0.01 %

Accrued Interest is £ 1.79

Date	Particulars	Debit	Credit	Balance
01/01/22	Brought forward			176,602.95
21/01/22	BACS CITIZENS ADVICE NAT CITIZNS ADVICE		4,911.46	181,514.41
24/01/22	FP WHOMESJ/J/A-MISSED CITIZENS ADVICE ES		8,478.84	189,993.25
25/01/22	Online transfer to 00011855 salaries/running costs	25,500.00		164,493.25
27/01/22	FP WARM HOMES S - N CITIZENS ADVICE ES		6,493.05	170,986.30
31/01/22	BACS MONEY ADVICE SERVI EASTLIGHT COMMUNIT		10,000.00	180,986.30
01/02/22	Carried forward			180,986.30

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

- *****
 * Notification of change to General Terms and Conditions *
 * *
 * We have made a change to condition 14.6 of our General Terms and Conditions *
 * which describes how fraud prevention agencies handle data if it is *
 * transferred outside the UK or EU, if you are based in the EU. *
 * *
 * This change will take effect from 21 December 2021. *
 * *
 * You can download a copy of the updated General Terms and Conditions at *
 * www.cafonline.org/caf-bank/tariff-terms. *
 * Alternatively, if you wish to receive a hard copy please contact us. *

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Notes of a Meeting held 9th March 2022 to discuss the implications of the A12 widening particularly in respect of Whetmead.

Present:	Councillors:	A.	Kilmartin	
		S.	Ager	
		K.	Atwill	
		J.	Goodman	
		C.	Lager	
		M.	Lager	
	Braintree District Councillor	W.	Rose	
Jacobs:		A.	Goodwin	(Safety and Construction)
		N.	McCutcheon	(Comms and Stakeholder Team)
		L.	Wren	(Ecology)
Officers:		N.	Smith	(Town Clerk)
		H.	Andrews	(Deputy Town Clerk)
		G.	Kennedy	(Planning Officer)

The Town Mayor welcomed everyone to the meeting and after introductions the presentation began with a reminder to 'Go Left' in the event of an emergency on dual carriageways and motorways.

Mr Goodwin reminded the meeting that at the last workshop in September 2021 he had explained that as some public open space would be lost as a consequence of widening the A12 there was a requirement to replace this land. The main purpose of the meeting was to give key updates.

Mr Goodwin explained that there had been some supplementary consultations with targeted responses. He specifically mentioned Market Lane and the possibility that there might be a requirement to temporarily remove the sound barrier to allow heavy plant onto the site but gave the assurance that it would be reinstated in the same position. Any planting would be replaced but it had to be recognised that whilst some of the trees and shrubbery were mature it could not be replaced like for like. Mr Goodwin said that they had been in consultation with residents who were part owners of the noise barrier.

Mr Goodwin then spoke about possible routing of the gas main adjacent to the A12 and explained that it would not be going onto the Whetmead site as it had formerly been used for landfill.

Mr Goodwin hoped that a Development Consultation Order would be submitted to the Planning Inspector this summer and if in order a report would be prepared for the Secretary of State to consider. It was hoped that construction could start in winter 2023/2024. The scheme was over a 25km stretch and there would be pockets of work along the whole route at the same time. Two main compounds for the scheme would be to the south and north of Witham with additional smaller compounds along the route. Extra cameras would be installed along the A12 and recovery vehicles available should there be an incident. He added that a balance was necessary to ensure that the A12 would remain open with a suitable speed limit in place to ensure the safety of workers whilst keeping the traffic moving. Emergency laybys would be installed. Archaeology surveys had already taken place and Paleolithic remains had been found. In answer to a question, Mr Goodwin

explained that conversations would be required regarding those sections of the A12 which would be decommissioned particularly to reduce the opportunity for fly tipping.

Ms Wren then spoke about their plans to minimise the impact on habitats with new public open space being created and landscaping schemes providing maximum biodiversity and new habitats. There would be fencing along the edge of Whetmead and a special sound absorbing surface used on the road. She explained that all new planting would be monitored by a landscaping team and there would be a responsibility to ensure planting was established. A full arboricultural survey would be undertaken of all trees to be removed and would be provided in due course to the Town Council.

Mr Goodwin explained that there would be no safe route onto Whetmead whilst the proposed work near the entrance was undertaken. It was considered that up to 12 months of restricted access would be needed but access by the operations team would be achievable.

Mr Goodwin then spoke about a possible scheme to re-provide public open space on land to the south of the River Brain, increasing the size of the nature reserve and with the capacity for linking this land to the Blackwater Rail Trail. The section closest to the A12 would have an attenuation pond so would by necessity be owned by National Highways. There was potentially over 21,000m² available to replace the 5,700m² strip lost along the A12 boundary. The area would need to be established early to allow for transfer of reptiles and could have dual use as a complimentary public open space as well. He asked Members to consider whether this would be acceptable to the Town Council.

It was agreed that this suggestion would be put to the April Meeting of Town Council. Members understood the constraints about achieving a cycleway linkage to Whetmead and the need for better connection between the two sites. Mr Goodwin gave the assurance that he was having similar discussions with Braintree District Council.

Ms Wren explained that further design was required regarding planting and then there would be further consultation with the Town Council.

Members agreed that the consultation was being well handled and the Town Mayor closed the Meeting.

GK/14.3.2022

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