



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

AGENDA

Meeting of: **Environment Committee**

Date: **Monday 13th October 2025** Time: **7.30 p.m.**

Place: **Town Hall, 61 Newland Street, Witham.**

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present: Councillors:

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

Nikki Smith
Town Clerk

1. APOLOGIES

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Environment Committee held 22nd July 2025 (previously circulated).

3. INTERESTS

To receive any declarations of interests that Members may wish to give notice of on matters pertaining to any item on this Agenda.

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

An opportunity to enable members of the press and public present to 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. CLERK'S REPORT

To receive the Clerk's Report on matters arising attached at page 3.

6. COMMITTEE INCOME AND EXPENDITURE

To receive the income and expenditure report for the period 1st April 2025 to 30th September 2025 at page 4.

7. 2026 – 2027 DRAFT BUDGET

An opportunity for members to comment upon the proposed Environment Committee Budget for 2026 – 2027 attached at page 8.

8. OPEN SPACES MANAGEMENT SUB-COMMITTEE

To receive the Minutes from the Open Spaces Management Sub-Committee meeting held on 3rd September 2025 attached at page 9.

9. WITHAM TREE GROUP

To receive Witham Tree Group minutes held in July and September 2025 attached at page 12.

10. KEEPING CHICKENS ON ALLOTMENTS POLICY

To receive and adopt the Allotment Site Management Policy attached at page 15.

11. POTENTIAL OPEN SPACES IMPROVEMENTS

To consider items to be included in the 2026 Braintree District Council Potential Open Spaces Improvements document attached at page 20.



ITEM NO: 5

Officer Report: Clerk's Report

To note:

- The River Walk pedestrian bridge works have been verbally approved by Braintree District Council to be funded by Section 106 contributions. An application has been made to Environment Agency for permission to carry out work over the river, and once received the works will be scheduled.
- A public survey has been conducted online and through the latest edition of Witham's Voice requesting ideas for the public art Section 106 contributions of £119,814 in the vicinity of the new community centre being built on the Maltings Lane estate. Responses received will be collated and a meeting of the Section 106 Working Group will be arranged shortly to discuss the project further.

Advice:

To receive and note.

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There now follows a list of all the expenditure for the Environment Committee for 2025/2026 - full details available from the Town Hall

Witham Town Council

Monthly breakdown of Receipts and Payments

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

Item 6

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Environment															
Dog & Bench Sponsorship Scheme															
Operations - Salaries & NI	20,038.00	11,929.64	12,635.80	16,352.98	16,295.77	17,042.13	16,779.89							91,036.21	109,271.79
Equipment Supplies & Maintenance	2,400.00			423.79		112.33	673.53							1,209.65	7,190.35
Dog & Bench Schemes	1,200.00			29.29		1,016.00								1,045.29	154.71
Lighting Maintenance & Utility	17,000.00	694.74	768.96	794.59	768.96	678.25	158.05							3,863.55	13,136.45
Tree Planting	3,000.00														3,000.00
Tree Maintenance	5,000.00				1,600.00									1,600.00	3,400.00
Toilet Block - Town Park	13,000.00	120.24	63.78	8,828.45										9,012.47	3,987.53
Dog Bin Maintenance	600.00														600.00
Litter Bins	1,000.00														1,000.00
Open Spaces General	2,500.00	58.32	56.47	235.70	292.90	1,003.84	248.98							1,896.21	603.79
River Walk Signage	2,000.00			1,720.45			71.25							1,791.70	208.30
James Cooke Wood	2,000.00														2,000.00
River Walk	7,000.00		655.00		888.00									1,543.00	5,457.00
Whetmead LNR	2,000.00		562.53											562.53	1,437.47
Witham in Bloom	14,000.00			154.35	35.96	7,223.00	1,060.00							8,473.31	5,526.69
Fleet	6,500.00	164.08	535.45	335.95	212.75	176.28	308.96							1,733.47	4,766.53
Waste Disposal	1,000.00														1,000.00
S106 Receipts															
S106 Expenditure			8,445.00		315.00	2,501.25								11,261.25	-11,261.25

Monthly breakdown of Receipts and Payments

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

Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
286,508.00	12,967.02	23,722.99	28,875.55	20,409.34	29,753.08	19,300.66								
													Total:	135,028.64
													Variance:	151,479.36

Monthly breakdown of Receipts and Payments

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

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
Environment															
Dog & Bench Sponsorship Scheme	650.00	50.00	20.00	1,170.00	1,190.00	1,150.00	130.00							3,710.00	2,060.00
Operations - Salaries & NI & LGPS															
Equipment Supplies & Maintenance															
Dog & Bench Schemes															
Lighting Maintenance & Utility															
Tree Planting															
Tree Maintenance															
Toilet Block - Town Park															
Dog Bin Maintenance															
Litter Bins															
Open Spaces General															
River Walk Signage															
James Cooke Wood															
River Walk															
Whetmead LNR															
Witham in Bloom															
Fleet															
Waste Disposal															
S106 Receipts					185.22	2,400.00								2,585.22	2,585.22
S106 Expenditure															

Monthly breakdown of Receipts and Payments

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

Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
1,650.00	50.00	20.00	1,170.00	1,375.22	3,550.00	130.00								
													Total:	6,295.22
													Variance:	4,645.22

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There follows the proposed budget for the Environment Committee - full details available from the Town Hall

Item 7

PROPOSED ENVIRONMENT COMMITTEE BUDGET FOR 2026/2027			
Environment	2025/2026	2026/2027	
	Current Budget	Proposed Budget	Difference
Dog & Bench Sponsorship Scheme	1650	1650	
Total Income	1650	1650	0
Operations - Salaries & Employer N.I & LGPS	200308	210098	9790
Equipment Supplies & Maintenance	8400	8400	0
Dog & Bench Schemes	1200	1200	0
Lighting Maintenance & Utility	17000	20000	3000 <i>Increase in Christmas light energy costs</i>
Tree Planting	3000	3000	0
Tree Maintenance	5000	7500	2500 <i>More tree surveys</i>
Toilet Block - Town Park	13000	14000	1000
Dog Bin Maintenance	600	600	0
Litter Bins	1000	1029	29 <i>Cost of one new bin</i>
Open Spaces General	2500	2700	200
River Walk Signage	2000		-2000 <i>Redundant line other ones can be used</i>
James Cooke Wood	2000	2000	0
River Walk	7000	2500	-4500 <i>Survey will be completed so can be reduced</i>
Whetmead LNR	2000	2000	0
Witham in Bloom	14000	15000	1000
Fleet	6500	7000	500
Waste Disposal	1000	1000	0
Overhead Expenditure	286508	298027	11519

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MINUTES

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

Date: **3rd September 2025**

Present:	Councillors	B	Fleet	
		P	Heath	(arrived 2.17pm)
	Co-optees	S.	Black	(Witham and Countryside Society)
		J.	Casement	(Witham Wombles)
		J.	Palombi	(CPRE)
		P	Shuttleworth	(Local wildlife Interests)
	Officers	H.	Andrews	(Deputy Town Clerk)
		S.	Dyer	(Operations Manager)
		S.	Puckey	(Open Spaces Administrative Assistant)

14. APOLOGIES

Apologies were received from J Goodman. Cllr Ramage was absent.

15. INTERESTS

No interests were declared.

16. MINUTES

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

17. QUESTIONS AND STATEMENTS FROM THE PUBLIC

A resident had emailed asking for an update on the poor condition of the fence between 1 Bridge Street and the River Walk. The Deputy Town Clerk informed the Committee that there had been no further communication between the Town Council and the owner of 1 Bridge Street, although it was believed that further tree work was due to be done in the autumn. Members were further informed that the Council had no health and safety concerns about the fence, as there was a nettle bed in front of it should it fall, and will not actively be pursuing the resident on this matter at this time.

The resident had an additional question regarding the future of the old dead Willow tree by Luard Way. Members were informed that the tree had been surveyed last year and was not considered to be a safety hazard, even though it was nearing the end of its life. The tree would continue to be checked at regular intervals. Members felt that it was good to see children enjoying tree climbing and dead trees were still a good habitat for insects. A new willow tree may be considered near this site in the future.

18. CLERK'S REPORT

The Clerk's report was received by Members. The Deputy Town Clerk further advised that two new benches would be installed on the River Walk close to Pattison Close in the next few months, that the additional bee havens would be completed in the autumn and that an information board had been put in on the River Walk on Armond Road as a memorial to the Witham Rail Crash of 1905.

Cllr Heath entered the Chamber at 2.17pm

Members **AGREED** to receive the report.

19. OPERATION MANAGER'S REPORT

The Operations Manager provided a verbal update.

The Operations Team is up-to-date with the River Walk. Unfortunately, there has been some vandalism and two benches had been removed for repair, but a new bench had been installed in Maldon Road. There have been several fires on the River Walk over the summer and a nature trail camera has been erected close to Ebenezer to deter further arson attempts.

There have been two events on the River Walk which went well; the Teddy Bears' Picnic and the Rail Disaster Remembrance.

Regular maintenance has been continuing at James Cooke Wood, widening the rides and cutting back vegetation as well as replacing some fencing with new posts.

There has been the usual maintenance at Whetmead. In addition, two etching posts have been reset, the river bank has been repaired and a new nature camera installed to act as CCTV.

The team are up to date with the churchyard and the allotments.

The Operations Manager advised that the Mill Lane Meadow would be mowed in October and two Members expressed an interest in being part of the volunteers to collect the grass.

Members **AGREED** to receive the report.

20. BIO BLITZ EVENT

Members agreed that the event had been a success and that Essex Wildlife Trust's attendance had played a large part in the day being well received. Members were informed that it was hoped the event would be repeated next year, either in the Closed Churchyard or Whetmead, if Essex Wildlife Trust and Essex Field Club could attend.

Members **AGREED** to receive the report.

21. WHETMEAD NATURE RESERVE

The Deputy Town Clerk advised Members that the camera post would be put up in the near future and the Operations Manager added that he had identified a location which would include a view of Wickham Bishops Church.

Members were interested to know who owned the woodland area by the north steps at Whetmead and, if it was owned by National Highways, if it might be integrated into the reserve. The Deputy Town Clerk was not aware of land ownership in the area but this was not currently in the council’s plans.

Members **AGREED** to receive the report.

22. RIVER WALK PUBLIC ART

Members were invited to feed back any ideas for sculptures or locations as soon as possible. Members were further advised that The Town Council was still awaiting final funding confirmation but it was anticipated that the project would begin in the next couple of months.

Members expressed an interest in graffiti art being part of any future public artwork, identifying the rail bridges over the River Walk and road bridge over the entrance to Whetmead as potential locations. The Deputy Town Clerk advised that while the rail bridges had been ruled out due to difficulty obtaining agreement from Network Rail, it was hoped that artwork may be considered at the Whetmead underpass in the future.

Members **AGREED** to receive the report.

Meeting concluded at 2.51pm.

SP/3.9.25

Signed by Chairman.....

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Tree Group minutes of the 8th July 2025

1 Apologies - Allan Waight, Ken Davies.

2. Minutes of the 3rd June accepted.

3. Matters arising - none.

4. Planting plans

a) Rickstones Recreation ground -

We have a meeting with Levi White of BDC tomorrow morning, so will then know where we can plant and how many;

b) Street trees - a dead tree and an ailing tree have been removed from the Avenue meaning that there are now six potential sites for replacements;

c) Memorial Park - we may have two failed trees, plus one or two others potentially. We would probably give this site relatively high priority;

d) Lidl area site - we are awaiting the report from BDC, whom we assume would fund the planting. Lower priority at this stage;

e) Sponsored tree - awaiting to hear from the potential sponsor;

f) Eastlight enquiry - awaiting to hear re a possible site meeting;

g) ECC - Harry Bryer would like to meet us. Agreed we suggest that he could come along to a watering morning;

h) Memorial trees - potentially three, to be confirmed;

i) Alan Road Playground - will be raised at the meeting with Levi of BDC.

5. Rivenhall Oaks - Mark was thanked for his report; he has also sent it to county councillor Ross Playle and hoped to meet him to discuss.

6. Watering - we had to do an extra bowser load last week because of the number of stressed trees in the hot weather ; agreed to do four loads this week too ;

7. Maintenance

a) Some repairs done during watering round;

b) Powers Hall green - agreed that we would put strimmer guards on vulnerable trees.

8. Finance - Stanley confirmed our current bank balance. HSBC have cancelled the monthly administration fee.

9. Website etc

a) Current position of the website discussed. Mark could look at alternative suppliers.

b) Eric is now accessing Facebook.

10 Any other business

a) Essex Nature Recovery Event - Richard will attend on our behalf (Janet is attending for the RSPB anyway). Barry will advise the coordinator.

b) Memorial Park - Sarah at the Town Hall had advised that youths had vandalised some trees, and thrown apples. There is some fire damage and also some damage to tree bark probably caused by deer.

c) Rivenhall cycle path planting - some mower damage.

d) It was noted that a number of the trees planted at Shortridge Court by the residents had died.

11 Next meeting: Tuesday, 2nd September, 7.30 pm at Eric's.

Tree Group Minutes – 2nd September 2025

- 1 Apologies - Stanley Brailey.
2. Minutes of the 8th July accepted.
3. Matters arising - two trees on the Powers Hall End green re-caged by Eric and Barry following requests from residents.

4. Future planting plans

a). Richard 's recommendations for the planting of 53 trees next winter was accepted ;
b) Rickstones Recreation ground - Richard, Eric and Barry had met with Levi White of BDC. After he had consulted with his colleagues, our proposals were accepted apart from planting behind the houses along Rickstones Road. This mean a total of 27 trees for next winter.

A list of possible species advised to Andrew Digby of BDC and we await his response; also depends upon species availability;

c) Street trees - Eric will look at the tree list for Barchams nursery and then discuss with Barry;

d) Memorial Park - five replacements needed and possibly spare room for another. Some trees are doing well, others less so, no obvious reason. Eric will suggest suitable alternative;

e) Alan Road Playground - Richard & Eric have visited again and propose five Norway maples to go outside and two smaller acers for inside the playground.

f) Town End Field - Richard and Eric visited and there is space for five trees, and Richard has suggested species to BDC including elm, aspens, red acer, and tulip tree;

g) Memorial trees - two paid for, perhaps plant tulip tree; Allan would also like a Persian ironwood in Grace's memory;

h) Site adjacent to Lidl - no developments yet awaiting BDC;

i) When to order?

New Barchams availability list from 1st September; we could possibly reserve what we want;

The trees for the Memorial Park and Alan Road and some others could be funded from the Town Council budget (post meeting note: the budget is £3000);

Allan will do the utility search for the land by the cemetery entrance road;

We will need to buy more posts though should have sufficient wire mesh.

5. Watering

Templars site discussed - the London plane and the Liquidamber needed water last week. Some trees at Pasture Rd and Luard Way have not looked good; we are currently in a rainy period so possibly review these after.

6. Maintenance - Some trees at Spa Road have broken ties that will need sorting out.

7. Finance

a) Stanley had confirmed our current balance;

b) Mark had suffered a puncture whilst towing the bowser but declined payment as the tyre was due to be replaced anyway ;

- c) The cost for 33 trees may be £6600 approximately (assuming the town council budget could fund 20);
- d) ECC owe us for the watering and the balance of the planting cost, possibly five separate payments which may need a 'job number' for each one. Barry will look into this;
- e) Barry has been in contact with HSBC regarding accounts and awaiting hearing from them;
- f) Windsor Close - BDC never paid us the promised donation for the second year of watering, so Barry has asked Andrew Digby if he could pursue for us.

8. Website /social media

- a) Allan provided an update on the website ; the designer had emailed Allan today, they have a problem with the archived material which they could not locate and Allan is continuing to discuss with them ; we hope it is possible to at least show the record of trees planted ;
- b) Facebook - Janet Hawkes had tried to put a post on re watering, without success but Mark has been able to.

9. Essex Nature Recovery event - Richard reported on his attendance at this; the most useful aspect was meeting a representative from Forestry England, who advised that funding may reappear next year.

10. Any other business

- a) Volunteer Essex website - we can appeal for volunteers and Janet has drafted some suitable text, for discussion at our next meeting. Mark offered his email for contacts;
- b) Agreed that we should aim to plant daffodils at Spa Road by our trees;
- c) Whips - most planted along by the rail line died, though some survived by the sub-station - we could consider adding to both sites.

11. Next meeting - Tuesday, 14th October 7.30pm at Eric's

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Keeping Chickens on Allotments Policy

Under section 12 of the allotments act 1950 tenants are legally allowed to keep chickens, specifically hens, on their allotment as long as they are not kept for trade or business purposes. Other forms of fowl or birds, including ducks or geese, may not be kept on any allotment land.

Witham Town Council welcomes tenants' applications for chickens provided that they are kept in a manner that is not prejudicial to health, do not create a nuisance to others and abide by animal welfare legislation, and that at least 50% of the plot is kept for growing fruit and / or vegetables.

Chickens take a lot of commitment and require time and energy, please think carefully before applying to keep hens on your plot.

This policy sets out the framework under which a tenant is permitted to keep chickens.

Application

1. Any person keeping hens on allotment land must be an allotment tenant and is bound by the allotment conditions of tenancy.
2. In applying to keep hens on an allotment, the allotment tenant accepts that all costs and expenses incurred for the keeping of any hens will be met by them.
3. Tenants keep chickens on their allotments at their own risk. Witham Town Council accept no liability for loss, injury, or theft of hens.
4. Tenants with a plot of less than 100 square meters will not be permitted to keep poultry, however a request can be made to change to a bigger plot when one becomes available.
5. Witham Town Council will permit a maximum of 7 hens (no cockerels) for the tenant's own domestic use on plots over 100 square meters. Poultry need companionship and therefore any application must be for a minimum of three hens.
6. Allotment tenants who wish to keep chickens on their allotment plot must put their request in writing to the Town Council. The application should include:
 - a. The number of hens being applied for.
 - b. A diagram of the coop showing all measurements clearly marked and materials to be used.
 - c. A plan showing the location of the coop within the plot along with the size of the allotment plot (as per the tenancy agreement).

The hen house can only be erected once permission has been granted.

General

7. All hens MUST by law be registered with the Animal and Plant Health Agency (APHA) within one month of keeping poultry. Witham Town Council will require evidence that this has been done within a month of hens being introduced to the allotment. Registration can be completed by

following the link <https://www.gov.uk/guidance/register-as-a-keeper-of-less-than-50-poultry-or-other-captive-birds>

8. The allotment tenant must provide contact details to ensure that they can be contacted at any time by the Allotment Officer in case of an emergency. Details of the vet used by the tenant must also be provided.
9. The most important consideration is the welfare of the hens and meeting their physiological and behavioural needs. This is accounted for under the **Animal Welfare Act 2006**, which the tenant must adhere to. The owner is responsible in law for looking after their hens and must take reasonable steps to make sure they have the following:
 - A suitable environment
 - A suitable diet and clean fresh water (no kitchen waste)
 - The chance to show normal patterns of behaviour
 - A place to live with others of their own kind
 - Protection from pain, injury, suffering and disease
10. The tenant is not permitted to breed hens on the allotment site nor profit from the sale of produce. Sale of hens / chicks or eggs will lead to the immediate termination of the tenancy.
11. All hens must be fully vaccinated prior to coming on to the allotment garden and a full list of hens and their individual medical history must be maintained and available to view upon request.
12. Under the Prevention of Damage by Pests Act 1949, the tenant is responsible for preventing rodent infestations. Feed must be stored securely, the hen house and run must be cleaned regularly (any spare food should be swept up daily), and rodent traps or bait stations used if necessary. If a rat infestation occurs at the allotments and it is deemed to be a result of hens on the tenant's allotment, the tenant must meet the costs of any associated vermin control.

Housing

13. The housing structure must be robust, fit for purpose and maintained in good repair with no sharp edges and have easy access for cleaning.
14. The total area of the hen house and run should not exceed more than 20% of the total allotment plot. Any other structure that is already on the plot must be included in the 20% total.
15. To minimize potential nuisance to other plot holders, the henhouse and run should be a minimum of 3 meters from the boundary of the plot.
16. The fully closed shelter (hen house) must meet the following criteria:
 - Be tall enough for the tenant to stand up inside to allow easy cleaning and checking of the hens.
 - Provide a minimum of 30 square cm per hen to allow them to stand, turn around and stretch their wings

- Provide protection from predators such as foxes and badgers. Note that foxes are adept at climbing, jumping and digging.
- Offer hens continuous and plentiful access to cool, clean and fresh water, that must be changed daily.
- Ensure there is enough feed appropriate to the age and species of hen and in sufficient quantities as well as insoluble grit to aid digestion. The feeder **MUST** be raised from the ground to discourage vermin. **Please note that it is illegal under UK law to feed hens kitchen scraps, even from a vegan household, to avoid any chance of cross-contamination.**
- Provide clean dry bedding material to absorb moisture and odour (e.g. wood shavings or straw)
- Provide warmth during colder months or shade during summer. As a general guide the aim should be to achieve a temperature range of 10 -20 degrees centigrade
- Be draught free and have adequate ventilation
- Perches should be around 3-5cm wide with rounded edges (like a brush handle), and at the right height to suit the size of the bird. Each bird requires 25cm perch space.
- Provide nest boxes for laying eggs which are draught free and quiet with a good layer of nesting material.

17. Hens must have continuous daytime access to open air runs with access to a minimum of 8 hours of sunlight. The outdoor run must provide the following:
- A fully enclosed caged run that provides a minimum area of 2 meters squared per hen and provides the hens with plenty of space to dig, dust themselves and flap their wings.
 - Protection from predators
 - An additional means of overhead shelter to provide hens with protection from direct sunlight, strong wind and driving rain.

18. The run should be moved regularly to avoid “foul sick” or muddy conditions that could lead to ill health or discomfort.

Storage of Food and straw

19. Food storage on site must be kept in a vermin proof container such as a metal dustbin, so it is kept clean, tidy and properly protected from rodents and other pests.
20. Straw and litter are flammable and needs to be stored away from the coop and exercise area. It is recommended that dry sand is kept close by in case of emergencies.

Welfare

21. Hens need thrive under routine and need daily care. The tenant must visit the hens **twice a day** to let them out and put them to bed in the evening.
22. The tenant is responsible:
- For ensuring that their hens are free from distress, pain, injury and disease. Early signs of ill health include changes in food and water intake, less preening and chatter and / or a change in egg production and quality.

- All preventative and / or veterinary treatment and maintaining a medical history of each hen
 - Ensuring all hens are appropriately vaccinated
 - Worming hens regularly (twice per year) and clipping claw nails to maintain them in a good healthy condition.
 - Checking hens for lice and red mites
 - Treating the hen house for Red Mite
 - Checking the water is not frozen in winter months
23. The tenant must allow the Allotment Officer and / or an animal welfare representative to inspect the hens at any time. If the council or animal welfare representative has cause to investigate complaints of maltreatment, injury or illness then the council reserves the right to give permission for a vet to give medication and all reasonable costs of vets or other official inspections will be passed to the allotment tenant for payment.
24. Where it is thought necessary, and in the interest of any hen, notice will be served accordingly to order improvements to the accommodation or overall management of the plot. In certain circumstances, immediate action may be required
25. The tenant must report any serious, longstanding or contagious health problems to Witham Town Council immediately with details on the treatment being received and notification when the problem is cleared.
26. All deaths of hens are to be recorded by the allotment tenant and reported to the Town Council immediately. All dead hens must be disposed of offsite. Burial or incineration of hen carcasses is strictly prohibited at the allotment site. Where more than one hen dies at the same time (by which it means within 60 hours of the death or discovery of the death), the remaining hens will need to be checked by a vet for disease.
27. Failure to keep any hens safe and in secure conditions with adequate food and water will result in a warning in the first instance. If no improvement is seen within 5 working days or if a second warning is required within a 12-month period, this will result in the loss of your tenancy. A serious breach in hen welfare could result in an immediate termination without prior warning.

Outbreak of disease

28. From time to time there can be outbreaks of animal diseases that affect your area or even the whole country. The diseases can be quickly passed on by contact and through the air. If there is an outbreak of disease the Animal and Plant Health Agency will contact the tenant who will be given advice on how to deal with it quickly. This advice must be followed.

Cleanliness

29. Uneaten food left on the ground attracts other birds (who may carry disease) and vermin. The uneaten food must be swept up daily.

30. Food and water containers should be kept clean and in good condition. To avoid contamination, water should be brought on to your plot rather than cleaning containers under a running tap.
31. The hen house and run should be cleaned a minimum of once a week or more frequently if necessary. The hen house and nest boxes must be disinfected regularly to remove parasites from crooks and crevices.
32. The tenant is responsible for the removal of all waste materials from the site. Soiled bedding is not compostable.

End of Tenancy

33. When the tenancy ends, the tenant must remove any animal housing that has been used during the tenancy. If any buildings / runs are not removed, Witham Town Council will charge the amount of cost to remove the structure back to the tenant.

By applying to keep chickens, the tenant agrees to comply with the conditions set out in this policy AND the allotment tenancy agreement issued by Witham Town Council.

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Braintree District Council

Potential Open Space Improvements 2025

(Formerly known as Open Space Action Plan)

www.braintree.gov.uk



INTRODUCTION

The Potential Open Spaces Improvements – POSI Plan (formerly known as Open Spaces Action Plan – OSAP) sets out a list of outline proposals for the provision and enhancement of open spaces in Braintree District. Its purpose is to demonstrate the need for the provision and enhancement of open spaces and to enable Council officers to demonstrate where financial contributions being sought from developers under the Open Spaces Supplementary Planning Document will be spent.

The proposals are set out in a table which includes schemes identified for Council-owned open spaces, schemes identified by town and parish councils and other proposed open space enhancements for which as yet there are no outline details.

The Plan will be under continuous review and brought back to Members for endorsement annually. The proposals shown are effectively work in hand, requiring a detailed programme of works to be drawn up and, in some cases, master planning and public consultation.

It will inform the work programme of Landscape Services, Parks & Open Spaces and Planning Policy. Because the proposals are reliant on the availability of financial contributions, from grants and public sector resources in addition to Section 106 money, the timing of works will be dictated by the date at which sufficient financial resources are available.

Members are asked to support the programme of enhancements and provision as the basis for negotiating open space planning obligations.

The document is updated annually, producing a new adopted version each year, usually in the spring.

EXPLANATION OF COLUMN HEADINGS

One of the aims we set out to achieve was to make the new Potential Open Spaces Improvements Plan simple and easy to read. To do this we have set out columns with appropriate title headings to make it easier to find information. These columns are as follows:

- Ward – This shows what ward particular sites are in
- Parish – This shows what parish particular sites are in
- 3Words / TL – This shows location information where it has been provided
- Location – This shows the name of the site, where it is and commonly has a GSS number (Shown in brackets)
- Improvements (to existing facilities) – Improvements needed to existing facilities e.g. bins, seating.
- Improvements (new facilities) – Improvements needed that are stand-alone facilities that don't currently exist e.g. changing facilities, play areas, land purchases etc.
- Record – (Of public input) This column is for any input the public have put in e.g. a poll.
- Source – Where the information has come from e.g. Parish Council
- Ownership – Who currently owns the land e.g. BDC Ownership
- Map ref – This column shows what map you can refer to, so you can find the location e.g. Green Spaces Strategy
- Entries in red signify new information
- Pink rows and light grey background - Differentiate between wards

[Please Note – the 'old' Ward / Local Committee Areas noted in the Green Spaces Strategy 2008, are used in this document in relation to open space typologies and deficits, because they cannot be related to the ward boundaries relevant as of May 2015. These areas are noted in parenthesis, and will be updated once the Green Spaces Strategy is replaced and the references within are to current ward boundaries]

There now follows five pages of listings of areas agreed to be included for potential open space improvements

Ward	Parish	3Words / TL	Location (ref GSS map)	Improvements Required (to existing facilities) (to existing facilities)	Improvements Required (to new facilities) (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref	
Three Fields	Wethersfield		Derek Flannery Playing Field, Wethersfield		A community large brick-built BBQ and picnic benches			Derek Flannery Playing Fields Association		
			Blackmore End		Grass Verge Protection Posts- Syers Field			ECC		
			Lower Green Road, Blackmore End		Planters (Lower Green Road)					
			Lower Green and Village Hall, Blackmore End	Improvements to open space including installation of planters.		None given	Parish Council	Unknown	Map submitted	
	Shalford			Stoneley Park	Resurfacing of stone table. Trees to be named and labelled	Improvement Footpaths and Bridleways Access - Install Lectern Map Signs	Parish Questionnaire & Residents Comments	Parish Council	Stoneley Park - Essex County Council	None
		pirate.rezoning.noisy		Clifffields - Church End Shalford		Add Planters and Bench				
				Playing Field (40305)	Extension and improvements to the car park, including designated disabled bays.	Install Safety fencing around existing playground, improvements to play equipment, pétanque court.	Parish Questionnaire & Residents Comments	Parish Council and Braintree Strategy for Playing Pitches	PC and Braintree Strategy for Playing Pitches - Held in Trust (Deeds not seen)	Green spaces site location maps
			Open space	New information boards explaining and illustrating the origins, history and heritage of significant locations and buildings throughout the village and ensuring accessibility by improving relevant footpaths.				Unknown		
	Witham		Mill Lane Square	Existing space adjoining Mill Lane bungalows, small square for small scale landscaping and seating improvements.		Requests from public received by Town Council	Town Council	Eastlight Community Housing	See Town Council map.pdf	
			Land Adjoining Whetmead Nature Reserve (20438)		Purchase/lease existing space adjacent to 20438 (Nature Reserve). Create a link from Riverwalk to Whetmead nature reserve, stabilise ground, improve signage and make Saul's bridge more visible.	None given	Town Council	Not in public ownership	See Town Council map.pdf	
			All Saints Churchyard (80444)	Improvements of spatial quality and repairs to assets including gravestones.		Comments received from the public.	Town Council	Not in public ownership	Green spaces site location maps	
			Freebournes Road Industrial Estate	Buffer planting.		None given	OSAP Version 1	BDC Ownership	None	
			Witham Town Park (10453)	Signage, seating, bins and entrance improvements. Conversion of public toilets into a drinks kiosk with separate public toilet. Enhancements to play equipment and play facilities in the park.		None given	OSAP Version 1	BDC Ownership	Green spaces site location maps	
			All Saints Church - closed churchyard	Installation of interpretation board				Parochial Church Council - maintained by Witham Town Council		
			Witham Memorial Gardens, Newland Street	Improvement or replacement of war memorial				Braintree District Council		
				Land off Greenfields	Landscape improvements, natural play, signage, paths and seating.		None given	OSAP Version 1	BDC Ownership	None

Ward	Parish	3Words / TL	Location (ref GSS map)	Improvements Required (to existing facilities) (to existing facilities)	Improvements Required (to new facilities) (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
Witham Central	Witham		Blackwater Rail Trail	Bridging River Brain is short term aim. Improvements to access, signage and paths. Cycleway improvements including cycleway from Pasture Road to Catholic . Bins/dog waste bins and surfacing.	Bridge across the River Brain near Blackwater Lane	None given	OSAP Version 1	ECC owned land	None
			Sauls Bridge off Maldon Road Sports Ground	Boundary planting and access improvements.		None given	OSAP Version 1	BDC Ownership	None
			River Walk (Chipping Hill Bridge to Saul's Bridge) (30437)	Repairs to cycleway. Bridges on River Walk will need replacing. Habitat creation, path/cycleway improvements and signage, more buoyancy aids, litter bins, dog waste bins, seating and surfacing.	Car and cycle parking.	None given	OSAP Version 1	Witham Town Council	None
			Allectus Way Open Space	Landscape enhancements including play equipment, paths/cycle ways, boundaries and tree planting, habitat creation, bins/dog waste bins, path access and signage.		None given	OSAP Version 1	BDC Ownership	None
			Witham Lodge amenity space	Planting enhancements and signage, grass areas and shrub planting.		None given	OSAP Version 1	BDC Ownership	None
			Sauls Bridge Sports Ground, Maldon Road	Walking/running signage and KM markers.	Outdoor table tennis equipment.	None given	BDC Officer	BDC Ownership	None
			Witham Sports Ground, Spinks Lane	Upgrade and improve facilities at the centre.	New 11v11 Floodlit 3G football turf pitch. Small sided informal (MUGA).	None given	BDC Officer	ECC owned land	None
			Maltings Academy, Spinks Lane	.	Provision of floodlights for courts.	None given	AET Academies Trust	ECC owned land	None
			Claudius Way	Signage, health and safety improvements and bins.		None given	OSAP Version 1	Eastlight Community Housing	None
			Lockram Lane by former churchyard & Rex Mott Court	Landscape improvements		None given	Town Council	Unknown	None
			To be identified	Tree planting on 20 planting areas identified by Witham Tree Group.		WTG Survey of 2014	Town Council	Unknown	None
			River Walk - Mill Lane	Planting enhancements, introduction of hedgerow, boundary treatments				Town Council	
			River Walk	Welcome signage, interpretation boards				Town Council	
			River Walk	Landscaping and path improvements by Lidl/Churchill				Town Council	
			Collingwood Rd, near Labour Hall	New bench ,bin and installation of planter				ECC owned land	
	Land next to Whetmead Nature Reserve (west of A12)	Landscaping, seating, car park improvements, interpretation boards, habitat creations				Town Council	Town Council		
Witham North	Witham		Bramston Green (50455)	Landscaping, seating and planting.		Discussions between Town Council and local residents	Town Council	Greenfields Community Housing - Ownership Eastlight Community Housing	Green spaces site location maps
			Chipping Hill Green (A on map provided by Town Council)	Existing green spaces requires stabilisation to gravel surface to stop it washing into the road. Needs defence from cars. Land used for the medieval fayre.		Comments received from the public by Town Council.	Town Council	Part BDC acquired in 1932, part common land with an unregistered owner	See Town Council map.pdf
			Ebenezer Close (60459)	Improve access, litter bins/dog waste bins, seating and signage.		None given	OSAP Version 1	BDC Ownership	None

Ward	Parish	3Words / TL	Location (ref GSS map)	Improvements Required (to existing facilities) (to existing facilities)	Improvements Required (to new facilities) (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
Witham North	Witham		River Walk (Ebenezer Close to Chipping Hill Bridge) (30437)	Repair cycleway. Bridges on River Walk will need replacing. Habitat creation, path/cycleway improvements and signage, more buoyancy aids, litter bins, dog waste bins, seating and surfacing.	Car and cycle parking.	None given	OSAP Version 1	Witham Town Council	None
			Glebe Crescent cluster (2 spaces)	Tree planting and improve access.		None given	OSAP Version 1	Greenfields Community Housing - Ownership Eastlight Community Housing	None
			Braintree Road	Access and path improvements, landscape enhancements and habitat creation.		None given	OSAP Version 1	ECC owned land	None
			Cemetery (80405)	Tree planting, signage and access improvements.		None given	OSAP Version 1	BDC Ownership	None
			Rickstones Playing Field (10404 & 10397)	Signage/information boards and ball stop fencing. Access and recreational facilities. Improve pitch drainage.	Cycle and blue badge parking and outdoor table tennis equipment.	None given	OSAP Version 1 and Braintree Strategy Playing Pitches	BDC Ownership	None
			Rickstones Play Ground Pavillion	Refurbishment and improvements of pavilion.		None given	Witham Town Council	BDC Ownership	None
			Templars (Doorstep Green)	Boundary improvements and habitat creation.		None given	OSAP Version 1	Land owned between BDC and Greenfields.	None
			Forest Road Pond	Improvements to pond, signage, planting, seating, bins/dog waste bins and paths.		None given	OSAP Version 1	Eastlight Community Housing	None
			By railway from allotments to golf course	Seating and bins		None given	Town Council	Unknown	None
			Former recreation area rear of Ebenezer Close	Landscape improvements with seating and bin		None given	Town Council	Unknown	None
			Off Church Street, Bellfield	Create area for informal recreation, seating, bins		None given	Town Council	Unknown	None
			To be identified	Tree planting on 19 planting areas identified by Witham Tree Group.		WTG Survey of 2014	Town Council	Unknown	None
			Rickstones Playing Field	Additional dog waste bins			Town Council		
	Evans Way balancing Pond area	Improvements to seating			Town Council				
Witham South	Witham		Opp. 21 Pelly Avenue (50553)	Planting two-three trees in front of a large facing wall to create a better visual aspect.		None given	Town Council	Greenfields Community Housing - Ownership Eastlight Community Housing	Green spaces site location maps
			Land between River (20528)	Improve access, ground stabilisation and informal walking/exercise route.	Purchase of land by Town Council.	Comments received from the public by the Town Council in relation to Constance Close development consultation	Town Council	BDC Ownership	Green spaces site location maps
			Pelly Avenue	Entrance renovation, signage, wheelchair access, surfacing, play equipment, bins/dog waste bins and tree planting.		None given	OSAP Version 1	Greenfields Community Housing - Ownership Eastlight Community Housing	None
			Olivers Drive noise bund	Buffer planting.		None given	OSAP Version 1	BDC Ownership	None
			Sauls Avenue	Landscape enhancements including tree planting and habitat creation.		None given	OSAP Version 1	BDC Ownership	None
			Brook Walk (Dengie Close)	Planting, tree planting, signage, information boards, surfacing and litter bins/dog waste bins.		None given	OSAP Version 1	Land owned partly by BDC and partly by Greenfields.	None
			James Cook Wood	Path works, signage and habitat improvements.		None given	OSAP Version 1	Town Council owned (Deeds not seen)	None

Ward	Parish	3Words / TL	Location (ref GSS map)	Improvements Required (to existing facilities) (to existing facilities)	Improvements Required (to new facilities) (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref
Witham South	Witham		Carroways noise bund	Buffer planting.		None given	OSAP Version 1	Land owned by developers (Deeds not seen)	None
			Maltings Lane	Buffer planting, tree planting and habitat creation.		None given	OSAP Version 1	Land owned by developers (Deeds not seen)	None
			Hatfield Road Estate, bund by railway	Create path and cycleway link to Stevens Rd		None given	Town Council	Unknown	None
			James Cooke Woods	Improve drainage in swampy area		None given	Town Council	Unknown	None
			Maldon Road Sports Field (40466)	Provide pavilion/changing room. Renovate clubhouse. Install boundary fencing.		None given	Town Council	Unknown	None
			Allectus Way past shops	Create footway/cycleway		None given	Town Council	Unknown	None
			James Cooke Woods, Maldon Rd, Witham CM8 3LJ	Improvement and extension to car park area				Town Council owned	
			To be identified	Tree planting on 19 planting areas identified by Witham Tree Group.		WTG Survey of 2014	Town Council	Unknown	None
			difficult.transmit.ruins.and.sorters.lifestyle.pages	Howbridge Road	Provision of new benches.			ECC owned land	
				Haygreen Road	Provision of play equipment/facilities at Community Centre and enhancements to MUGA			Due to be Witham Town Council	
				Spinks Lane, Bridge Street junction	Provision of new bench, bin and installation of planter			ECC owned land	
		River Walk	Welcome signage, interpretation boards			Town Council			
Witham West	Witham		Land by ASDA (50509)	Improve access to be made part of the River Walk. Renew surfacing and improve signage.	Transfer land to Town Council ownership.	None given	Town Council	BDC (appears part sold off)	Green spaces site location maps
			Flora Road/Bramble Road Open Space	Additional litter bins away from play area. Landscape enhancements including natural play, play equipment, paths/cycleway, boundaries, tree planting and habitat creation. Signage, surfacing, planting, seating.	Play space and outdoor table tennis equipment.	None given	OSAP Version 1	BDC Ownership	None
			Spa Road open space, including land south of Humber Road	Additional litter bins and seating away from play area. Landscape enhancements including play, paths/cycleway, boundaries, tree planting and habitat creation. Signage, surfacing, planting, seating		None given	OSAP Version 1	BDC Ownership	None
			Highfields Road (South of Chelmer Road)	Safety improvements, litter bins/dog waste bins and seating. Graffiti/vandalism/ASB problem.		None given	OSAP Version 1	BDC Ownership	None
			Powers Hall End Amenity Space, Flora Road	Improve access, litter bins/dog waste bins and seating.		None given	OSAP Version 1	BDC Ownership	None
			Powers Hall End/Rosebay Close	Access paths, planting and habitat creation.	Cycle and disability parking.	None given	OSAP Version 1	Land owned partly by BDC and partly by Greenfields - Ownership Eastlight Community Housing	None

Ward	Parish	3Words / TL	Location (ref GSS map)	Improvements Required (to existing facilities) (to existing facilities)	Improvements Required (to new facilities) (new facilities)	Record (of public input)	Source (of entry)	Ownership (of relevant land)	Map Ref	
			Land owned by Greenfields	Include cycleway from Spa Road to Blunts Hall Road. More bins/dog waste bins and seating.		None given	OSAP Version 1	Greenfields Community Housing - Ownership Eastlight Community Housing	None	
			Land to South & West of Pennyroyal Crescent	Planting, surfacing and bins/dog waste bins.		None given	OSAP Version 1	Greenfields Community Housing - Ownership Eastlight Community Housing	None	
			Powers Hall End Playing Field	Boundary planting.		None given	OSAP Version 1	ECC owned land	None	
Witham West	Witham		Witham RUFC	Improve pitch drainage.		None given	Braintree Strategy and Action Plan for Playing Pitches	Currently Unknown	None	
			Witham Town Football Club (inc Spa Road Playing Field)	Portable training lights on adjacent pitches and better on-site storage.		None given	Braintree Strategy and Action Plan for Playing Pitches	Currently Unknown	None	
			Woodland marsh rear of Honeysuckle Way		Acquire for informal recreation/ River Walk	None given	Town Council	Unknown	None	
			Spring Lodge to Bramble Rd	Tree planting, seating and bins		None given	Town Council	Unknown	None	
			Humber Road to ditch near football club		Seating, bins and goalposts/similar	None given	Town Council	Unknown	None	
			Douglas Grove, northwards to Humber Road	Tree planting, seat and bin		None given	Town Council	Unknown	None	
			Teign and Ness Walk	Tree planting, seat and bin		None given	Town Council	Unknown	None	
		narrating.daunted.epic	Land by Asda - River Walk	Install larger or additional bins						
			Honeysuckle Way	Seating						
			To be identified	Tree planting on 19 planting areas identified by Witham Tree Group.		WTG Survey of 2014	Town Council	Unknown	None	
			River Walk pond	Enhancements to River Walk duck pond by increasing biodiversity				Town Council		
			River Walk	Welcome signage				Town Council		
			Rosebay playground	Improvements to play equipment, path access improvements				Town Council		
	Powers Hall End, by Terling Rd	Tree planting				Town Council				
Yeldham	Great Yeldham		Bowtell's Meadow (40197)	Refurbish and extend play park equipment and resurface ground. Add a seating area and youth shelter.	Landowner to transfer land to Parish Council.	PARISH PLAN	Parish Council	Private ownership (Title EX639548)	See Council map/Green Spaces Sites location map	
			Recreation Ground	Refurbishment/extension of skate park and BMX track. Additional storage for equipment.	Regeneration including a new zip wire, 3 pitches (for 3 age groups), a new MUGA, 2 tennis courts (with potential smart gate access system), a new pavilion and a new car park. Outdoor exercise equipment and 600m running track. Picnic Tables and 'stump' seating (4 per table). Tables to have checkerboards on surface for the playing of Drafts and Chess. 'Youth' Shelters and seating Outdoor Table tennis table	PARISH PLAN Great Yeldham Sports Ground Strategy and Parish Plan	Parish Council and Braintree Strategy and Action Plan for Playing Pitches	Parish Council (Under Trust document)	None	
	Stambourne	Stambourne Playing Field	Play equipment required to cover a range of ages.		Parish Plan	Parish Council	Parish Council (Deeds not seen)	None		



Braintree District Council

Allotments

Open Spaces Action Plan 2025

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There now follows details of the allotments Open Spaces Action Plan and suggested entries for 2026

Ward	Parish	3Words / TL	Location (ref GSS map)	No. Plots (total)	Waiting List (no. of people waiting)	Improvements Required (to allotments)	Record (of public input)	Source (of entry)	Ownership (of relevant land)
Three Fields	Finchingfield	NO DETAILS PROVIDED ABOUT ALLOTMENTS BY THE PARISH COUNCIL							
	Great Bardfield		Land off High Street	Unknown	Unknown	To improve fencing to the area to support users in their endeavour to protect the planted areas and the creation of a village orchard	None given	Parish Council	Private ownership
				Vine Street	Unknown	Unknown	nil	None given	Parish Council
	Panfield		Adj to John Barr Playing Fields, Queens Gardens CM7 5AH	19	+3 un-rented plots	Addition of a lockable water mains standpipe, creation of a complete and secure fenced perimeter and provision of a lockable storage and shelter facility for allotment holders. Creation of community seating / planting area. Extra allotment plots.	None given	Parish Council	Leased to Parish Council from BDC
				Queens Gardens, Panfield, CM7 5AH	Unknown	Unknown	Improvements/extension to fence protecting allotments.	None given	BDC Parks and Open Spaces
	Shalford			Cliff Field					
Wethersfield	NO DETAILS PROVIDED ABOUT ALLOTMENTS BY THE PARISH COUNCIL								
Witham Central	Witham	NO DETAILS PROVIDED ABOUT ALLOTMENTS BY THE PARISH COUNCIL - provision of allotments required.							
Witham North	Witham		Forest Road Frontage including allotments (North of Motts Lane & Cut Throat Lane)			Access, fencing, seating, signage, litter/dog waste bins and landscaping.	None given		BDC Ownership
			Cut Throat Lane Allotments	109	125 waiting in total	Improvement to communal paths - Installation of raised gardening beds and improvements to parking area		Town Council	Witham Town Council
Witham South	Witham	NO DETAILS PROVIDED ABOUT ALLOTMENTS BY THE PARISH COUNCIL - provision of allotments required.							
Witham West	Witham	NO DETAILS PROVIDED ABOUT ALLOTMENTS BY THE PARISH COUNCIL - provision of allotments required.							
			Land between Teign Drive and Blunts Hall Road			Suggested site for provision of allotments			
Yeldham	Great Yeldham	NO DETAILS PROVIDED ABOUT ALLOTMENTS BY THE PARISH COUNCIL - purchase land from private ownership for provision of allotments. Taken from Parish Plan.							
	Stambourne	NO DETAILS PROVIDED ABOUT ALLOTMENTS BY THE PARISH COUNCIL							
	Toppesfield		The Causeway, Toppesfield	18	0		None given	Parish Council	Private Ownership

Suggested entries for 2026 -

BDC Ward	Location	Improvements Required to existing facilities	Improvements Required to new facilities	Record	Source	Ownership	Map Ref	Comments
Witham Central	Whetmead Nature Reserve	Enhancements to underpass and entrance to reserve. To include artwork to underpass, planting, habitat creations, gate access				Witham Town Council		
Witham North	Braintree Road, at corner of Cypress Road	Replacement of bench, bin and installation of planter				ECC owned land	What3words - eggplants.task.cracking	
	Braintree Road, by White Horse Lane car park	Replacement of bench and bin				ECC owned land	What3words - juggles.clipped.micro	
Witham South	Alan Road to Stephens Road	Improve/resurface footpath (PROW 117)				Braintree District Council	What3words - consented.flute.disband	
Witham West								

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