



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

AGENDA

Meeting of: **Community Committee**

Date: **Tuesday, 24th February 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	(Chairman)	J.	Martin
P.	Heath	(Vice Chairman)	R.	Playle
E.	Adelaja		R.	Ramage
L.	Barlow		J.	Robertson
L.	Headley		E.	Williams

Nikki Smith
Town Clerk
NS/GK/18.2.2026

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 10th November 2025 (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 question and answer session.

Note: The chosen speaker for this Meeting is Matt Witchell who will be talking about skating facilities in Witham.

6. ESSEX POLICE

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

7. TOWN COUNCIL POLICIES

(a) **Grant Awarding Policy**

To receive and review the Grant Awarding Policy attached at page 4.

(b) **Councillor Grant Scheme Policy**

To receive and review the Councillor Grant Scheme Policy attached at page 8.

8. PROJECT REVIEW REPORTS

(a) **Witham Carnival Association**

To receive the project review report from the Witham Carnival Association attached at page 12.

(b) **Friends of Witham St John CIC**

To receive the project review report from the Friends of Witham St John CIC attached at page 13.

9. GRANT APPLICATIONS

(a) **Witham Carnival Association**

To receive and consider a grant aid request from Witham Carnival Association (previously circulated). Summary attached at page 14.

(b) **Friends of Witham St John CIC**

To receive and consider a grant aid request from Friends of Witham St John CIC (previously circulated). Summary attached at page 15.

(c) **The Hub**

To receive and consider a grant aid request from The Hub (previously circulated).
Summary attached at page 16.

10. TOWN CLERK'S REPORT

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

11. COMMUNITY COMMITTEE INCOME, EXPENDITURE AND BUDGET REPORT

To receive the Community Committee Income and Expenditure report for the period up to 31st January 2026 attached at page 17.

12. WITHAM TOWN TRAIL

To receive a report and to consider the Town Council taking over responsibility for the Heritage Walking Trail attached at page 18.

13. GREEN SPACE GAMES

To receive a verbal report concerning Maldon CVS Green Space Games.

14. CCTV EXPANSION

To receive a report about a possible expansion of the council's CCTV network, attached at page 19.

15. SOCIAL MEDIA

To receive social media statistics attached at page 23.

16. WITHAM TOWN PARK IMPROVEMENTS

To receive a report attached at page 24.

17. 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.

18. INFORMATION CENTRE

To receive a report from the Information Centre Manager attached at page 26.

19. SEC 106 CONSULTANT

To receive a report attached at page 29.

Grant Awarding Policy



Policy Overview

Witham Town Council aims to direct funding towards projects and services that work in partnership with the Council's funding priorities. *The following has been added 'Grants are awarded under the Council's powers, including the general power of competence in the Localism Act 2011 where applicable, and must represent proper use of public funds, value for money and support the Council's strategic objectives.*

This policy applies to all discretionary grants awarded by Witham Town Council to external organisations and is intended to ensure that decisions are fair, transparent, consistent and compliant with relevant legislation and guidance, including the Local Government Transparency Code 2015.' End of addition.

Eligibility

The following groups may apply for funding from Witham Town Council-

- Voluntary Organisations
- Welfare Organisations
- Cultural Organisations
- Not for Profit Organisations
- Sports Organisations
- Social Organisations

Please note that applications from amateur boxing clubs and martial arts organisations can only be considered if the application organisation is affiliated to the sport's appropriate governing body.

Applications can only be accepted if the following stipulations are met-

- The Responsible Financial Officer must be satisfied with the accounts and financial status of the applicant.
- There will be a sliding scale of matched funding required.
Applicants must have raised the appropriate amount of the total cost of the project elsewhere before an application is submitted. This can be through matched funding, fundraising or from grant applications from other sources.
For grants over £5,000 – 50% of matched funding will be required of the total project cost.
For grants between £250 & £5,000 – 25% will be required of the total project cost.
Micro funding of less than £250 will not require any matched funding.
- The applicant has signed to indicate that they will complete a grant reporting form within 6 months of the completions of the project.
- Monies will be paid directly into the organisation's bank account.
- That commensurate benefit value will be required.
- That if successful, groups/organisations will be required to advertise that the Town Council had awarded funding.

The following has been added 'In addition:

Applicants must normally be based in, or provide clear and demonstrable benefit to, residents of Witham.

Organisations must have appropriate governance arrangements (for example, a constitution and committee), a bank account in the organisation's name requiring at least two unrelated signatories, and appropriate safeguarding, equality and data protection arrangements where relevant to the proposed activity.

The Council will not fund:

- Party-political activities or organisations
- Activities primarily promoting religious doctrine (applications from faith-based organisations for community projects that are open to all are eligible).
- Retrospective costs where the project has already been completed.
- Individuals.' *End of addition.*

Funding Priorities

The council will only fund applications that help tackle the following priorities-

- Regeneration
- Community Health
- Community Safety
- Lifelong Learning
- Community Development
- Investing in Young People
- Provision of Transport Interlinking with Other Funding Priorities
- Improving Services for Older People
- Environmental Sustainability

The following has been added 'Applications should clearly demonstrate how the project contributes to one or more of these priorities, provide evidence of local need, and explain the outcomes and benefits that will be delivered for residents.

Projects that demonstrate partnership working, leverage of other funding, and strong volunteer or community involvement may be viewed more favourably where all other factors are equal.' *End of addition.*

The Application Process

Applications will only be accepted in the correct format. *The following has been added 'Application forms and guidance will be made available on the Council's website or on request from the Council offices.'* *End of addition.*

If an application is found to be incomplete or requested documents have not been provided, the form will be sent back to the applicant and no further action will be taken until it is returned complete.

Applications can be submitted at any time and once reviewed by officers will be included on the agenda of the next appropriate meeting.

Funding is considered on the order in which applications are received and will be funded up to the maximum budget in any one financial year. *The following has been added 'The Council reserves the right to close a grant scheme to new applications where the allocated budget has been fully committed.'* *End of addition.*

Applicants will be notified once their project has been voted on by committee and if an application has been unsuccessful the reasons why funding has not been offered will be outlined. As all committee meetings are held in public applicants are able to attend the relevant meeting if they so wish.

If an application is successful, funding will be offered as a direct cash grant. The Committee may attach special conditions to a grant, which must be fulfilled before any payment can be made, and grants may be paid in stages over a period as a project progresses and evaluation and monitoring procedures take place.

If the total amount of requested grants exceeds the budget, priority will be given to those who have not previously received a grant.

The following has been added 'In addition:

Decisions will be recorded in the relevant committee minutes and form part of the Council's published decision-making record, in line with openness and transparency requirements.

Details of grants awarded, including the recipient, purpose and amount, will be published annually on the Council's website in accordance with the Local Government Transparency Code 2015.

Officers may request clarification or further information from applicants where this is necessary to make an informed recommendation, but this does not guarantee that a grant will be awarded.

Grant Conditions

Recipients must use the grant only for the purposes set out in the approved application and grant offer. Any proposed significant change to the project or budget must be agreed in writing with the Council in advance.

The Council reserves the right to reclaim all or part of the grant if:

- *The grant is not used for the approved purpose.*
- *The project does not proceed or is significantly reduced in scope.*
- *The organisation is found to have provided false or misleading information.*
- *Monitoring information is not provided as required.*

Grant recipients must keep appropriate financial records and evidence of expenditure relating to the grant for inspection if requested.' *End of addition.*

Evaluation and Monitoring

Applicants will be expected to submit a completed Project Review Report within 6 months of receiving the grant funding. This is used to evaluate and assess the benefits of providing grant funding to the community.

The following has been added 'Conflicts of Interest

Members and officers involved in assessing or deciding grant applications must declare any personal or prejudicial interests and must not participate in the discussion or decision on any application where such an interest exists, in accordance with the Council's Code of Conduct and constitution.'
End of addition.

If further information regarding any aspect of the Council's Grants Policy is required, please contact Finance Assistant, on 01376 520627 or finance@witham.gov.uk

Agreed at Minute 62, Community Committee Meeting held 28.2.2022

Reviewed: 24.02.2026

Review Date: February 2028

POLICY NO: WTC/045 – COMMUNITY COMMITTEE

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Councillors' Grant Scheme Awarding Policy



Policy Overview

Witham Town Council is committed to supporting local community projects that enhance the lives of residents. Each Councillor is allocated £500 per year to fund projects that benefit their ward.

The following is an addition 'The scheme is intended to provide small, flexible grants that support local priorities while ensuring fairness, transparency, value for money and compliance with the Council's duties, including the Best Value Duty and relevant grant-making guidance.' End of addition.

Who Can Apply?

Eligible groups include:

- Registered Charities
- Constituted 'not for profit' Community or Voluntary Groups
- Social Enterprises
- Village Hall and Recreation Ground Committees
- Town & Parish Councils (for projects beyond their statutory obligations)
- Schools (for community-benefiting projects)

The following is an addition 'Applicants must normally be based in, or deliver clear and demonstrable benefit to, residents of Witham.' End of addition

Who Cannot Apply?

- Ineligible groups include:
- Informal Groups
- Individuals
- Private Businesses
- Profit-making organisations

The following is an addition 'In addition, the Council will not fund:

- Party-political activities or campaigns.
- Activities which primarily promote religious doctrine (faith-based organisations may apply for community projects that are open to all).

Repeat access restriction:

Once an organisation (including any of its branches or affiliated entities under the same governing body) has received a grant from the Councillors' Grant Scheme, it will be ineligible to receive a further grant from this Scheme for a period of two full financial years, regardless of which Councillor wishes to support the application.

Councillors must check previous awards to ensure that organisations are not awarded consecutive-year grants contrary to this restriction. This restriction is intended to broaden the reach

of the Scheme, avoid over-reliance on a small number of organisations, and ensure equitable distribution of public funds across the community.' *End of addition.*

Grant Details

- **Grant Amount:** Each Councillor can award between £100 and £500 for each project.
- **Funding:** 100% funding is available; no match funding is required.
- **Application Timing:** Applications can be submitted at any time.
- **Decision-Making:** Your local Ward Councillor(s) will recommend grant requests for approval. Contact details for your Ward Councillor can be found at www.witham.gov.uk/councillors.
- **Multiple Contributions:** Several Councillors can contribute to a single project, allowing for larger grants.
- **Project Location:** Councillors may fund projects outside their ward if it benefits residents within their ward.
- **Funding Duration:** Grants must be spent within 6 months of approval, with a possible extension to 12 months in certain cases.
- **Advertising:** Groups/organisations are asked to advertise that the Town Council has awarded funding.

The following is an addition 'Where a project could be funded from more than one Council grant scheme, officers may advise applicants which scheme is most appropriate; double-funding of the same costs from different Council grants is not permitted.' *End of addition.*

Application Process

To apply, your organisation must:

- Be a formally governed 'not for profit' organisation with a written governing document (e.g., Constitution, Trust Deed).
- Have a UK bank account in the organisation's name.

Applications must be made on the Council's standard application form for this Scheme and submitted with any supporting information requested (for example, a recent bank statement and copy of the governing document) to enable appropriate checks to be made.

Officers may request further information or clarification where necessary to support proper decision-making; failure to provide this may result in the application not being progressed.

Eligible Expenditure

Grants can fund:

- Capital costs (e.g., building improvements, playground equipment)
- Revenue costs (e.g., salaries, training fees)

Ineligible Expenditure

Grants cannot fund:

- Recoverable VAT
- Depreciation
- Bank charges or loan repayments
- Retrospective costs
- Projects that primarily benefit individuals

Transparency and Reporting

- **Publicity:** All awards will be published on the council's website, with no personal information disclosed.
- **Monitoring:** Successful applicants must complete a monitoring form detailing project outcomes within 6 months of receiving the grant. Receipts for all expenditures must be provided.
- The Council will require as a condition of grant, the organisations to advertise the fact that grant aid has been provided by the Council.

The following is an addition 'Details of grants awarded under this Scheme, including date, amount, recipient and purpose, will be published in line with the Local Government Transparency Code 2015 and any other applicable transparency requirements.' End of addition.

Legal and Compliance

Organisations must comply with all relevant legal, health and safety, and safeguarding requirements. Projects should be accessible to all sectors of the community.

The following is an addition 'Grant recipients must retain appropriate financial and project records for inspection if requested and must notify the Council promptly of any significant issues affecting delivery of the project. End of addition.

Additional Information

- **Data Protection:** The council will handle personal information in accordance with data protection laws.
- **Elections:** No grants will be processed during election periods.
- **Councillors Interests:** If it is felt that there is a conflict of interest with the Ward Councillor recommending the grant for approval and the beneficiary the grant will be refused.

By applying for a Councillors' Community Grant, applicants confirm that the information provided is accurate and that the grant will be used solely for the stated purposes. *The following is an addition Applicants also confirm that they will comply with the conditions of grant and will notify the Council of any material changes to the project or organisation that could affect the use of the grant.' End of addition.*

If further information regarding any aspect of the Council's Grants Policy is required, please contact Finance Assistant, on 01376 520627 or finance@witham.gov.uk

Agreed at Minute 62, Community Committee Meeting held 28.2.2023

Reviewed: 24.02.2026 Review Date: February 2028

POLICY NO: WTC/061 – COMMUNITY COMMITTEE

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Agenda Item 8(a)

Witham Town Council

Project Review Report

Name of organisation - Witham Carnival Association

Position in organisation – Vice Chair/Treasurer

Project Details

Project title – Witham Carnival

Project Location – one day street procession with entertainment in the park and representing Witham at other carnivals

Actual start and finish date – 12th July 2025 to July 2026

What was the total cost of project – £16,000

Breakdown of how grant was spent – hire of PA system, PAT testing float repairs, portaloos, trophies, provisions for visitors, van hire, insurance, special events licence, hire of park, PRS licence, road closure, marching bands, Scottish piper, arena events, entertainers, first aiders, webmaster fee and garage rental for storing float.

If there were any discrepancies between how the grant was spent and what was on the application form, please explain why – no

Do you believe the project to be a success? If so how was this success measured? Great success, hundreds of people lining the streets and spending money at the stalls and amusements and watching entertainment.

How many people benefited from this project both directly and indirectly? People of Witham benefit from an enjoyable event, reputation of Witham benefits from the Carnival Court taking part in competitions, stall holders benefit from sales and more people in town centre eating and drinking

What lessons do you feel were learnt during this process? Despite advanced warning, drivers complained that they did not realise there would be a carnival.

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Agenda Item 8(b)

Witham Town Council

Project Review Report

Name of organization - Friends of Witham St John CIC

Position in organisation - Chairperson

Project Details

Project title – Friends of St John CIC

Project Location – St John Hall, Spring Lodge

Actual start and finish date – 29.4.2023 to 30.4.2028, five year lease

What was the total cost of project – £3,092

Breakdown of how grant was spent – Running costs of the building

If there were any discrepancies between how the grant was spent and what was on the application form, please explain why – no

Do you believe the project to be a success? If so how was this success measured? Yes, bookings for public first courses.

How many people benefited from this project both directly and indirectly? Division and residents of Witham, Tiptree, Kelvedon, Stisted and wider afield.

What lessons do you feel were learnt during this process? Did not realise we were classed as commercial premises. Standing charges cost more than utilities.

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Agenda Item 9(a)

DETAILS OF GRANT FUNDING SCHEME APPLICATION FORM

Name of organisation - Witham Carnival Association

Activities of organisation - Carnival procession and fair in the park

How many committee members? - 12

How many paid staff? - 12 paid marshals for carnival procession

Registered bank account? - Yes

Yearly income - Raise approximately £15,000

Project title - Witham Carnival

How will you ensure sustainability? - Monthly committee meetings, allocated jobs. Town Councillor on the committee.

Total amount requested - £10,000

Last year's grant - £8,000

How much have you raised for the project? - £3,000 in bank plus regular fund raising

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DETAILS OF GRANT FUNDING SCHEME APPLICATION FORM

Name of organisation Friends of Witham St John CIC

Activities of organization To manage the hall

How many committee members? 4 members

How many paid staff? None and no expenses

Registered bank account? Yes

Yearly income £3,016 plus fund raising

Yearly outgoings £7,000

Project title Friends of St John CIC

Description of project To manage the building and pay relevant costs

How will you ensure sustainability? By grant application

Total project cost £8,000

Total amount requested £3,500

How much have you raised for the project? Ongoing fund raising

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DETAILS OF GRANT FUNDING SCHEME APPLICATION FORM

Name of organization – The Witham Hub

Activities of organization – Not for profit organisation

How many committee members? 4 trustees

How many paid staff? 11 staff and 9 volunteers

Registered bank account? Yes

Yearly income - £97,000

Yearly average outgoings - £110,000

Project title - Form Filling Support

Total amount requested - £7,000 to fund a dedicated member of staff

Total Project cost - £7,000

How much have you raised for the project? Grant would act as seed funding

How will you ensure sustainability? Additional grants will be sought, small commissioned contracts or service level agreements

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Summary of Receipts and Payments

Cost Centre 2 (Between 01/04/2025 and 31/01/2026)

Agenda Item 11

Community

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Information Sales Income	65,000.00	43,234.68	-21,765.32				-21,765.32 (-33%)
24	Witham Festival Income	1,500.00	151.00	-1,349.00				-1,349.00 (-89%)
25	Music Event	1,500.00	1,267.70	-232.30				-232.30 (-15%)
26	Dog Show	1,000.00	680.05	-319.95				-319.95 (-32%)
27	Witham Pride	500.00		-500.00				-500.00 (-100%)
28	Teddy Bear's Picnic	50.00	50.00					(0%)
29	Christmas Events	1,500.00	5,393.60	3,893.60				3,893.60 (259%)
30	Community Team - Salaries, NI & LGPS				84,728.00	58,314.41	26,413.59	26,413.59 (31%)
31	Town Clock				1,500.00	1,633.00	-133.00	-133.00 (-8%)
32	Christmas Decorations				13,000.00	11,607.91	1,392.09	1,392.09 (10%)
33	Information Centre Stock				55,000.00	35,021.30	19,978.70	19,978.70 (36%)
34	Information Centre & Administration				3,000.00	1,470.72	1,529.28	1,529.28 (50%)
35	Community Grant Aid				12,000.00	4,664.00	7,336.00	7,336.00 (61%)
36	Carnival Grant				8,000.00		8,000.00	8,000.00 (100%)
37	Citizens Advice				10,000.00	10,000.00		(0%)
38	CCTV				14,000.00	5,246.94	8,753.06	8,753.06 (62%)
39	Community Safety				1,500.00	339.99	1,160.01	1,160.01 (77%)
40	Community Special Constables Expenses				5,000.00	1,989.68	3,010.32	3,010.32 (60%)
41	Witham Train Memorial				500.00	500.00		(0%)
42	Community Special Constable Recruitment				1,000.00	249.48	750.52	750.52 (75%)
43	Other Community Support				1,500.00		1,500.00	1,500.00 (100%)
44	Witham Dog Show				2,500.00	3,059.68	-559.68	-559.68 (-22%)
45	Witham Street Entertainment Festival				23,000.00	22,209.63	790.37	790.37 (3%)
46	Remembrance				1,000.00	558.50	441.50	441.50 (44%)
47	Twinning				500.00		500.00	500.00 (100%)
48	Halloween Event				2,200.00	2,552.83	-352.83	-352.83 (-16%)
49	Music Event				10,000.00	8,307.38	1,692.62	1,692.62 (16%)
50	VE Day				2,500.00	2,126.55	373.45	373.45 (14%)
51	VJ Day				1,000.00	1,000.00		(0%)
52	Christmas Events & Tree				4,500.00	10,301.69	-5,801.69	-5,801.69 (-128%)
53	Easter Quest				1,650.00	1,029.90	620.10	620.10 (37%)
54	New Events & Events Improvement				1,500.00	776.15	723.85	723.85 (48%)
55	Silver Cinema				300.00	109.11	190.89	190.89 (63%)
126	Witham Summer Faire							(N/A)
SUB TOTAL		71,050.00	50,777.03	-20,272.97	261,378.00	183,068.85	78,309.15	58,036.18 (17%)

Summary

NET TOTAL	71,050.00	50,777.03	-20,272.97	261,378.00	183,068.85	78,309.15	58,036.18
V.A.T.					10,381.77		
GROSS TOTAL		50,777.03			193,450.62		

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ITEM NO: 12

Officer Report: Witham Town Trail
To note:

Witham Town Trail is a heritage walking trail and website telling the story of Witham and gives information about notable historic buildings and areas of the town. The project was implemented by Witham & Countryside having originally come from the Witham Town Centre Strategy Group and was launched in March 2017 by the Town Mayor. The website continues to be run by John Palombi through Witham & Countryside Society.

Unfortunately, Witham & Countryside are considering disbanding their group due to lack of members and Witham Town Council have been approached to take over the running of the Town Trail website. The annual cost of running the website would be around £140 per year (2025/26 - £30 for the domain name and £108 hosting).

The Council already retains local historical artefacts and are committed to preserving Witham's heritage and therefore to take on the Town Trail would be a natural extension of this work. The website is complete and will require minimal management, potentially some minor updates periodically which can be incorporated within existing staff capacity.

Impact Assessment

The Town Council has a statutory duty to consider the effects of its decisions on biodiversity, and crime and disorder in the area.

- (a) Biodiversity – No impact.
- (b) Crime and disorder – No impact.

Advice:

- To approve that Witham Town Council assumes responsibility for maintaining Witham Town Trail website with its associated minimal cost

HA/12.02.2026

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ITEM NO: 14

Officer Report: **Expansion of Town Centre CCTV Network**

Background

Witham Town Council currently operates a network of 27 CCTV cameras across the town. These cameras are primarily controlled by Witham Town Council and can be accessed at the Town Hall, with remote access provided to the Witham CSC team outside normal working hours. The system includes both fixed and PTZ (pan-tilt-zoom) cameras and covers key town centre, park and path locations.

Members have expressed an interest in increasing the number of cameras to improve community safety, support the Police in tackling crime and anti-social behaviour, and provide greater reassurance to residents and businesses.

An Earmarked Reserve (EMR) of £30,000 is currently held for CCTV. A further £15,000 is due to be transferred into this EMR on 1 April, giving a total available budget of £45,000 for development of the system in 2026/27.

Current CCTV locations

The existing 27 cameras are located as follows:

Town centre / highways (11 cameras)

1. Mill Lane junction with Newland Street
2. Newland Street, opposite Guithavon Street
3. Newland Street, outside Newlands Shopping Precinct (opposite Maldon Road)
4. Newland Street junction with Collingwood Road
5. Newland Street near the library
6. Newlands Drive (back of Newlands Precinct)
7. Guithavon Street junction with Newlands Drive
8. Rear of Town Hall
9. Roundabout on Braintree Road (opposite Morrisons)
10. Junction of Braintree Road and Albert Road
11. Junction of Avenue Road (Easton Road) and Collingwood Road

Parks, paths and wider town (16 camera units)

12. Unit 1 – Spa Road junction with Football Club Entrance
13. Unit 2 – Spa Road car park near to Acorn Academy
14. Unit 3 – Riverwalk near to Duck Pond / Guithavon Valley footbridge (3 fixed cameras)
15. Unit 4 – Riverwalk at footpath junction with Chelmer Road footpath
16. Unit 5 – Riverwalk near to Bridge Street (
17. Unit 6 – Witham Town Park Toilet Block (3 fixed cameras, including one internal camera facing the

door only, installed due to repeated vandalism)

18. Unit 7 – Maldon Road junction with Blackwater Lane looking towards town centre

19. Unit 8 – Conrad Road looking towards Braintree

20. Unit 9 – Cut Throat Lane adjacent to Electricity Substation

21. Unit 10 – Cut Throat Lane junction with Motts Lane (3 fixed cameras)

(Counting each individual camera within multi-camera units gives a total of 27 cameras.)

4. Technical options – existing and new systems

Members should note that there are currently two technical approaches that could be considered for any expansion:

- The **“old” system**, which requires line-of-sight between units but is considered more stable once installed.
- The **“new” system**, which can be installed at locations where there is an existing powered streetlight (subject to any necessary permissions), giving greater flexibility on siting.

Before any decisions are made on detailed locations or numbers of additional cameras, officers would need to obtain up-to-date technical advice and costings covering:

- Capital and revenue costs for adding cameras via the existing (“old”) line-of-sight system.
- Capital and revenue costs for adding cameras using the “new” system on powered streetlights.
- Any limitations, data protection considerations and maintenance implications of each option.

5. Proposed first stage of project

Subject to member approval, it is proposed that the first stage of the project will comprise:

1. Technical and cost scoping

- Obtain detailed options for additional cameras on both the “old” line-of-sight system and the “new” streetlight-based system.
- Identify any recommended upgrades to ensure stability, image quality, storage and remote access remain fit for purpose.

2. Engagement with Essex Police

- Ask local Police colleagues (including the Community Safety team and Local Policing Team) for their views on priority locations for additional cameras, based on crime and anti-social behaviour data and operational experience.

3. Engagement with residents and stakeholders

- Invite views from residents, businesses and community groups (for example, via the Council’s website, social media and ward councillors) on areas where additional CCTV coverage is felt to be most needed.
- Ensure engagement materials highlight how CCTV is used, how footage is handled, and the safeguards in place around privacy and data protection.

4. Options report back to members

- Bring a further report to Committee/Council setting out:

- Costed options for expansion (number and type of cameras, locations and system type).
- Revenue implications, including maintenance.
- Feedback from Police and residents.
- Any recommended phasing to make best use of the £45,000 EMR and future budgets.

No commitment to install additional cameras would be made until this further options report has been considered and a formal decision taken by Council.

6. Financial implications

There is currently £30,000 in the CCTV Earmarked Reserve, with a further £15,000 due to be transferred on 1 April, giving a total of £45,000 potentially available for CCTV enhancement. Any additional annual revenue costs (maintenance, data, licensing, monitoring) arising from expansion will need to be identified through the scoping work before any installation decisions are made.

7. Legal, data protection and equality implications

Any expansion of CCTV will need to comply with relevant legislation and guidance, including:

- Data protection and privacy requirements, including the UK GDPR and Data Protection Act.
- The Surveillance Camera Code of Practice and associated Home Office guidance.
- Equality considerations, ensuring locations do not disproportionately impact particular groups and that cameras are sited to address evidenced problems.

A Data Protection Impact Assessment (DPIA) will be reviewed and updated as part of any detailed expansion proposal, and signage and operating procedures will be updated as required.

Impact Assessment

The Town Council has a statutory duty to consider the effects of its decisions on biodiversity, and crime and disorder in the area.

(a) Biodiversity –

There is no direct or significant impact on biodiversity identified at this stage, provided that any future installations are confined to existing built-up locations (for example, on existing street lighting columns or buildings) and avoid sensitive habitats.

(b) Crime and disorder –

The proposal to explore options to expand and modernise the town's CCTV network is expected to have a positive impact on community safety and crime and disorder, by improving surveillance at key locations, supporting Police investigations and providing reassurance to residents and businesses.

Advice:

1. Agree that officers should commence a first-stage project to:
 - Obtain detailed technical options and costings for additional cameras on both the “old” and “new” systems.
 - Seek views from Essex Police on priority locations for any additional cameras.
 - Undertake proportionate engagement with residents and other stakeholders on perceived CCTV gaps and priority locations.
2. Request that a further report be brought back to Committee/Council with costed options, recommended locations and any associated revenue implications, before any decision is made to install additional cameras.

NS/16.02.2026

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ITEM NO: 15

Officer Report: Social Media Report – 1st November 2025 – 31st January 2026

Issue:

The most popular posts on social media in the last 3 months have been:

Facebook: Thanks to EH Smiths for the Christmas Tree post – 181 likes

Instagram: Home Alone Christmas – 18 likes

The posts that reached the most people through the algorithms of social media:

Facebook: Thanks to EH Smiths Christmas Tree post – 18.6k

Instagram: Home Alone Christmas– 206

Traffic on our social media pages:

Facebook

Visits to our profile: 7.7k (lower than last quarter)

Views of our content: 560.4k (lower than last quarter)

New followers: 190 (Up from 201 last quarter)

Total Followers: 4,784 (Up from 4,610 last quarter)

People reached: 75k (Down from 76.9k last quarter)

Instagram

Visits to our profile: 253 (Down from 268 last quarter)

Views of our content: 14.2k (Down from 22.4k last quarter)

New followers: 40 (Down from 46 last quarter)

Total Followers: 994 (Up from 960 last quarter)

People reached: 1.1k (Down from 1.6k last quarter)

We continue to post daily Monday to Friday, promoting WTC events and any other WTC initiatives. On Tuesdays we post or share something climate related, on 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

During the last quarter we have had several events which help to boost our social media figures, both in the run up to the events and by posting photographs of the event afterwards.

Advice:

To receive & note

Mr Neil Jones
Planner
Braintree District Council
Via email: neil.jones@braintree.gov.uk

Agenda Item 16

Bellway Homes Limited
Essex Division
Bellway House
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Townfield Street
Chelmsford
Essex
CM1 1AQ

Cc. Catherine Bruce, Savills cbruce@savills.com

Telephone 01245 259989
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www.bellway.co.uk

Date: 3rd February 2026

Dear Mr Jones,

RE: Variation of Condition 2 of (Approved plans) approved application 18/02010/FUL granted 30.10.20 for: Demolition of existing dwelling and construction of 78 dwellings including access, landscaping, parking and associated works. Variation seeks to update the list of approved plans to regularise what has been built at the site.

Gimsons (Riverview) Kings Chase Witham Essex CM8 1AX ref:**25/00277/VAR**

I refer to the above application seeking a variation of condition.

The Planning Statement accompanying the application details the amendments made, rationale and impacts. It also details what the original s106 secured, including contributions towards improvements to Sauls Bridge Sports Ground and Witham Town Park.

The Planning Statement quantifies the extent to which the amendments altered garden sizes. You will be aware that the EDG¹ allows for relaxation of standards in certain circumstances, including where houses face, backing on to, or adjacent to a substantial area of well landscaped and properly maintained communal open space or where houses performing a particular role in the layout. In this instance, the homes are located close to and with good access to a large well maintained communal open space in the form of Witham Town Park.

Bellway have advanced a proposal to pay BDC a financial contribution to fund the delivery of improvements to Witham Town Park, this being £150,000. This is a supplementary contribution to those already secured under planning permission, ref: 18/02010/FUL, which included funding to Witham Town Park, River Walk and Sauls Bridge Sport Ground.

I note that the Council would welcome funding being put towards; (1) an outdoor gym, (2) fitness trail and (3) conversion of a toilet block into a café kiosk and refurbishment of the toilets. I appreciate that not all of these matters may be funded by Bellway's proposed Supplementary Contribution. It is not Bellway's position that all of these items are necessary to mitigate the impacts of the development as built.

¹ <https://www.essexdesignguide.co.uk/design-details/architectural-details/garden-size/>

As detailed in the draft Heads of Terms below, BDC would have discretion to direct the funding secured by the Supplementary Contribution towards a range of measures to improve informal outdoor recreation facilities in the local area.

Bellway's offer is £150,000 Supplementary Contribution towards funding improvements to informal outdoor recreation facilities in the locale. In terms of a Heads of Term, this is detailed below in draft for your consideration;

HoT 1 – Supplementary Contribution

Bellway will pay BDC £150,000 Supplementary Contribution towards funding improvements to informal outdoor recreation facilities in the locale.

Such a contribution can be used towards;

- Provision and installation of outdoor gym and / or fitness equipment or formation of a fitness trail in or near to Witham Town Park or Sauls Bridge Sports Ground and / or
- Measures to enhance local areas of play in or near to Witham Town Park or Sauls Bridge Sports Ground and / or
- Measures to enhance public use of Witham Town Park or Sauls Bridge Sports Ground.

HoT 2 – Legal Costs

Bellway will pay BDC its reasonable legal costs associated with entering into the s106 agreement or reviewing a Unilateral Undertaking prepared by Bellway.

In conclusion, the planning statement identifies the rationale for the amendments made. Bellway's stand by their offer to make a supplementary contribution of £150,000 to funding improvements to informal outdoor recreation facilities in the locale. The Heads of Terms offer sufficient flexibility to direct this funding to a range of potential measures, which would enhance the amenity space located in close proximity to the site. This would provide benefits to both residents of the development and of the wider general public.

Bellway have also been receiving correspondence from residents, and we have been advising them of the pending application which would regularise the planning situation. We feel that the application can proceed to determination, the breaches regularised and funding secured for measures that will enhance the local outdoor recreational offer in Witham Town Park / Sauls Bridge Sports Ground as the Council deem appropriate.

Yours sincerely,

David Moseley

David Moseley
Regional Planning Director, Bellway Homes Limited (Essex)
Mob: 07483 941839
email: david.moseley@bellway.co.uk

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