



Town Hall | 61 Newland Street | Witham | CM8 2FE
01376 520627
witham.gov.uk

AGENDA

WITHAM TOWN COUNCIL

Date: **Tuesday, 14th December 2021** Time: **7:30PM**

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	A.	Kilmartin	(Town Mayor)
		J.	Bayford	(Deputy Town Mayor)
		S.	Ager	
		K.	Atwill	
		P.	Barlow	
		J.	Goodman	
		S.	Hicks	
		C.	Jay	
		C.	Lager	
		M.	Lager	
		C.	Livermore	
		T.	Pleasance	
		S.	Rajeev	
		M.	Weeks	
		J.	Williams	
		R.	Williams	

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of Town Council Meeting held 15th November 2021 (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 upon any item on the Agenda.

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

5. ST JOHN AMBULANCE BRIGADE

Paula Franklin from Witham Branch of St John Ambulance Brigade will be attending the Meeting to explain possible problems that they may be facing.

6. ESSEX COUNTY AND BRAINTREE DISTRICT COUNCIL UPDATE

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

7. TOWN MAYOR'S ENGAGEMENTS

To receive details of the Town Mayor's engagements attended for period – 16th November to 14th December 2021 ([attached](#) at page 4).

8. TOWN CLERK'S REPORT

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

9. ELM TREE AT LYNFIELD

To receive a response from Councillor Derrick Louis regarding the elm tree proposed to be felled and to consider appropriate action to be taken ([attached](#) at page 6).

10. COLLINGWOOD ROAD – PROPOSED CYCLEWAY

(a) Notes

To receive the Notes from the Zoom meeting with Bellway Developers in regard to the proposed cycleway in Collingwood Road ([attached](#) at page 7).

(b) Verbal Report

To receive a verbal report from Councillor Atwill who attend a site meeting with the developers.

11. GRANT AID – CHESS CLUB

To receive an amended grant aid request form and to approve a grant of £742.00 ([attached](#) at page 9).

12. REMEMBRANCE DAY PARADE

To receive a letter of thanks from Colonel (Retd) Thomas, Chairman of the Witham Branch of the Royal British Legion ([attached](#) at page 18).

13. GIMSONS REVIEW GROUP

To note the resignation of Councillor Atwill from the Gimsons Review Group and to seek a replacement.

14. DAYTIME MEETINGS

To receive a suggestion from Councillor Ager that only Councillors who no longer work should be Members of Groups that meet in the daytime to avoid meetings being inquorate.

Order Note: This arose from the Climate Audit Panel which was to meet on Monday, 6th December 2021 which was inquorate.

15. COMMITTEE REPORTS

- (a) **Planning Applications and Transport Committee held 15th and 29th November 2021**
Minutes 150 to 174 (inclusive)

To receive a report of the Meetings.

- (b) **Policy and Resources Committee held 29th November 2021**
Minutes 35 to 50 (inclusive)

To receive a report of the Meeting.

16. EXCLUSION OF THE PRESS AND PUBLIC

TO RESOLVE That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S5) of the Local Government Act 1972.

17. COMMITTEE REPORT – CONTINUED

- Policy and Resources Committee held 29th November 2021**
Minutes 32 to 34 (inclusive)

To receive a report.



James Sheehy
Town Clerk
JS/GK/8.12.2021

LIST OF MAYORAL ENGAGEMENTS
COUNCILLOR MRS ANGELA KILMARTIN
16th NOVEMBER 2021 TO THE 14TH DECEMBER 2021

- Thursday, 18th November** **Talk at RBL Ladies section.**
Gave a talk at the RBL Ladies section.
- Monday, 22nd November** **Attended funeral of Sir David Amess.**
Attended funeral of Sir David Amess and paid her respects in
Prittlewell.
- Sunday, 28th November** **The Mayor of Witham’s Big Birthday**
Hosted a Birthday event at the Royal British Legion to raise money for
her chosen charities through a raffle.
- Saturday, 4th December** **Attended Witham Christmas Market**
- Tuesday, 7th December** **Attended Rickstones school Assembly**
Attended an Assembly at NRA which was followed by a talk
on music.
Attended opening of Witham Town Luncheon Club
- Thursday, 9th December** **Attended Church service for Braintree chairman's Christmas
event.**
- Saturday, 11th December** **Attended Witham Choral Society Christmas concert at URC.**

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Town Clerk's Report

Matters Arising

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

MINUTE	RESOLUTION	DIRECTION
124/18/10/2021	The Town Mayor be enabled to hold a meeting of all church ministers in the Town Hall with the purpose to make a list of all their activities, groups, clubs, etc. that benefit the public.	<i>Meeting cancelled.</i>

Notifiable Correspondence

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

DATE	CORRESPONDENCE	STATUS
	No Outstanding Correspondence	

Other Matters & Meetings

4th November 2021 - Members project focus panel

9th November 2021 - Capital Expenditure Meeting

11th November 2021 - Town Hall Site Improvement Project Meeting

14th November 2021 - Remembrance

18th November 2021 - Management Meeting

24th November 2021 - Virtual conference on High Streets

29th November 2021 - Review of Collingwood Cycleways Scheme Meeting

30th November 2021 - Transport Consultant Meeting

1st December 2021 - Interview Panel Day

2nd December 2021 - Setting of Corporate Strategy

5th December 2021 - Witham Christmas Fayre

7th December 2021 - Meeting with Cllr. Michael Lager

Agenda Item 9

Good Afternoon All,

I have received the following response from Essex Highways:

“ Please find attached the approved in principle roundabout which would serve as access to the Woodend Farm development, which is located immediately to the south-west of the Lodge Farm development and which has a resolution to grant outline permission, subject to the completion of a S106, from Braintree’s District Council’s planning committee.

I understand that a condition is going to added to the permission requiring a feasibility study to be completed regarding the possibility of re-locating the elm tree however you would need to check this with Braintree District Council.

In responding to development proposals, as Highway Authority Essex County Council’s remit is highway capacity and safety. Matters such as Arboricultural impact are planning matters and therefore considered by the Local Planning Authority (Braintree District Council in this case).”

Best regards,

Derrick

Cllr Derrick Louis TD MBA CDir FloD

*Member for Witham Southern Division (Hatfield Peverel, Witham South and Witham West)
Cabinet Deputy to the Leader of the Council*

The plan will be on the presentation

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Agenda Item 10(a)

NOTES OF A ZOOM MEETING HELD 24TH NOVEMBER 2021 WITH BELLWAY DEVELOPERS TO DISCUSS THE PROPOSED CYCLEWAY IN COLLINGWOOD ROAD AS PART OF THE PHASE 4 DEVELOPMENT OFF FOREST ROAD.

Present:	Councillors	S.	Ager	
		K.	Atwill	
		P.	Barlow	
		J.	Goodman	
		S.	Hicks	
		A.	Kilmartin	
		M.	Weeks	
		R.	Playle	Essex County Council
		S.	Wilson	Braintree District Council
		Developers:		Cameron Scott
Sarah Cornwall	Bellway (Planning Consultant)			
Steve Field	Bellway (Consultant Engineer)			
Paul Gibbs	(Supporting Bellway Land Department)			
Olivier Spencer	Andrew Martin (Urban Planning)			
J.	Sheehy			(Town Clerk)
G.	Kennedy			(Planning Officer)

It was explained by Olivier that the proposed cycleway was part of an Outline Planning Application for Phase 4 of the Bellway Development off Forest Road and included 230 homes, sports pitches and allotments. He said that whilst it appeared that the cycleway was included late in the day the reality was that there had been discussions with Officers from Essex County Council (ECC) and Braintree District Council (BDC) for the past two years to make improvements to the cycle network. In answer to a question Olivier said that it was ECC and BDC that had made the proposal.

Ross said that no one had been consulted regarding this unacceptable cycleway down Collingwood Road and considered the best use of time this evening would be to recognise that the proposal would not proceed and an alternative route be explored. Members were very disappointed that there had been no consultation and Ross said that as the County Council Ward Member he had likewise not been approached. The Town Clerk said that the development off Forest Road was in Rivenhall but there had been no consultation with the Town Council despite the effects on the town.

Olivier said that ECC as the Highways Authority considered that a cycleway would mitigate the development off Forest Road and he considered that its view would not be changed. Members were disappointed that officers from both ECC and BDC had not attended this meeting.

Members considered that as Collingwood Road was a wide avenue it was already a safe route to cycle without designated cycleways, which would spoil the heritage of the street scene in a Conservation Area, remove parking bays as well as the loss of trees. In addition, the proposal would result in a piecemeal cycleway and significantly reduce the width of the road, which was a bus route and a main artery of the town.

The Town Clerk explained that the Town Council manage most of the cycleways in Witham and there was a proposal to link up the River Walk to Whetmead and the Rail Trail which could be achieved on a limited budget. The existing cycleway could be renovated and the aspirations of the Essex Cycling Strategy achieved. It would be a colossal waste of resources to rip up Collingwood Road and a fallacy to continue with this proposal.

Several alternative routes were put forward and could be investigated.

Members were in agreement that the proposed cycleway should not proceed and that by working in partnership with ECC, BDC and the developers an alternative route and satisfactory resolution could be achieved.

It was agreed that an early meeting should be arranged and that the Town Clerk would contact Martin Mason, officer involved at ECC and names of BDC officers passed on to him.

JS/GK/26.11.2021

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Witham
town council

GRANT FUNDING SCHEME APPLICATION FORM

Contact Details

1.	Name of your organisation	WITHAM CHESS CLUB
2.	Primary contact name	JOHN STAPLEHURST
3.	Primary contact telephone number	01787 583010
4.	Primary contact address	55 TEV ROAD, EARLS COLNE COB 2LQ
5.	Primary contact email address	john.staplehurst@btinternet.com
6.	Position within the organisation	TREASURER

Financial Background

7.	Please state the nature of your organisation (circle those that apply) and include a copy of the minutes of your latest AGM.	<input checked="" type="checkbox"/> Voluntary organisation <input type="checkbox"/> Sports Organisation <input checked="" type="checkbox"/> Not for Profit Organisation <input type="checkbox"/> Welfare Organisation <input checked="" type="checkbox"/> Cultural Organisation <input type="checkbox"/> Other (please specify).....
8.	Organisation Address	WE MEET AT WITHAM LIBRARY 18 NEWLAND ST, WITHAM CB8 2AQ
9.	Registered charity number if applicable	N/A
10.	What year was your organisation formed?	1967
11.	Please describe the main activities of your organisation and any services you provide to the community	PLAYING CHESS WITH WITHAM PLAYERS & ESSEX LEAGUE CLUBS
12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	3 VOLUNTEERS
13.	Does your organisation have a registered bank account in its name?	YES - SANTANDER BUSINESS ACCT

14.	What is your organisations average yearly income?	Approx £1,000
15.	What is your organisations average yearly outgoings?	Approx £1,000
16.	Have you applied for a grant from Witham Town Council in the past? If so when and how much?	No

Project Details

17.	Project title	WITHAM GYMNASTICS CLUB REZANUNT
18.	Project location	WITHAM LIBRARY
19.	Anticipated start and finish date	1ST DEC 2021 TO 30TH NOV 2022
20.	Description of project	TO BOOST MEMBERSHIP BY A CONCERTED POLICY OF LOCAL ADVERTISING SO THAT MEMBERSHIP FEES CAN PLACE THE CLUB BACK ONTO A SOUND FINANCIAL FOOTING
21.	What evidence do you have that this project is needed by the local community?	IN THE PAST WE HAVE HAD 20 MEMBERS FROM THE LOCAL COMMUNITY AND WITH THE CURRENT POPULARITY OF GYMNASTICS, WE BELIEVE THIS CAN BE ACHIEVED AGAIN

22.	The council prioritises applications that meet one or more of the criteria detailed in the accompanying policy. Please explain all those you meet and why?	<p>COMMUNITY DEVELOPMENT SINCE GOLF IS WIDELY REGARDED AS A PASTIME PROVIDING A TANGIBLE BENEFIT TO A WIDE SECTION OF THE POPULATION</p>
23.	If the project reaches fruition what will the benefit be to the local community?	<p>A THRIVING GOLF CLUB FOR LOCAL RESIDENTS. GOLF IS UNDERGOING A WORLDWIDE RESURGENCE AND WITHAM SHOULD BE PART OF IT</p>
24.	How will you ensure sustainability of the project?	<p>WE WERE FOUNDED IN 1967 AND WOULD HOPE TO CONTINUE FOR MANY MORE YEARS BY CHARGING MEMBERS COMPETITIVE MEMBERSHIP FEES</p>

25.	How will you measure success?	IF THE PROJECT IS SUCCESSFUL IT WILL AVOID THE CLUB CLOSING IN THE NEXT 3 MONTHS.
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Funding Specifics

26.	What is the total project cost?	£990
27.	Please state the total amount of grant required from Witham Town Council	£742
28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	<p>WE PLAN TO MEET FOR 4 WEEKS DURING THE PROJECT PERIOD AND HIRE CHAIRS WILL BE $(4 \times £24.15) = £990$.</p> <p>THIS ASSUMES THE LIBRARY DOES NOT INCREASE CHARGES AT THE ANNUAL REVIEW ON 1ST APRIL 2022</p>

29.	How much has been raised so far for this project?	£327 (SEE ATTACHED STATEMENT)
30.	Please detail any funding that will be given 'in kind'	NONE
31.	Please give details of how the balance of funding required will be sourced	FROM THE WITHAM GOLF CLUB BANK ACCOUNT
32.	How many people will benefit from this funding being given, both directly and indirectly	WE AIM TO HAVE A MEMBERSHIP OF 20 PLUS.

Public Engagement

33.	How do you publicise the services you offer?	POSTERS IN THE LIBRARY AND LOCAL SHOPS FOR NO CHARGE
34.	How will you make sure that your project reaches its intended targets	CONTINUED USE OF POSTERS AND CONTACTING FORMER MEMBERS.

		Referees
35.	Please include the names and addresses of two independent referees who are not members of your organisation but know of the group	<p>Reference 1 <i>SHARON ROSS</i> <i>SUPERVISOR</i> <i>WITHAM LIBRARY</i> <i>18 NEWLAND ST, WITHAM</i> <i>CMB 2AQ</i></p> <p>Reference 2 <i>CHARE THOMPSON</i> <i>POST MASTER</i> <i>GT TOTHAM POST OFFICE</i> <i>7 MALDON RD, GT TOTHAM</i> <i>CMA 8PX</i></p>

I understand that if the project changes in any way, I must inform the Deputy Town Clerk immediately.

I understand that if a completed project review report is not sent to the Deputy Town Clerk within 6 months of receiving funding that I may be required to repay all monies received.

I am authorised to make this application on behalf of the applicant organisation and confirm that I have read, understood and accept the stipulations listed above and that the information provided in this application is accurate.

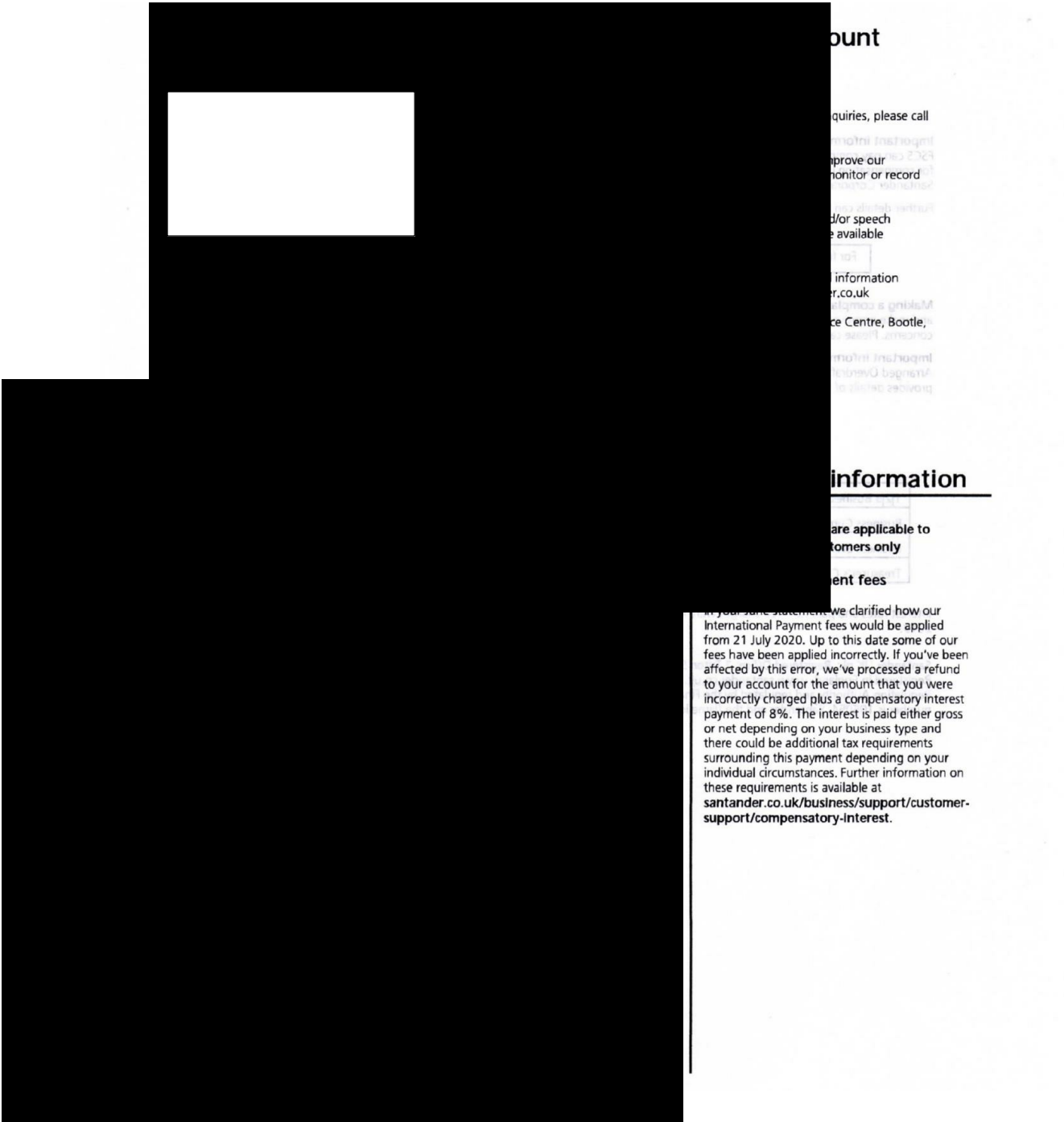
Name..... *JOHN STAPLETON*

Position within the organisation..... *TREASURER*

Telephone number.....

Email address.....

Signature.....



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In your statement we clarified how our International Payment fees would be applied from 21 July 2020. Up to this date some of our fees have been applied incorrectly. If you've been affected by this error, we've processed a refund to your account for the amount that you were incorrectly charged plus a compensatory interest payment of 8%. The interest is paid either gross or net depending on your business type and there could be additional tax requirements surrounding this payment depending on your individual circumstances. Further information on these requirements is available at santander.co.uk/business/support/customer-support/compensatory-interest.

WITHAM CHESS CLUB

Treasurer's Report

Presented at AGM, 26 June 2019

1. Summary

- There was deficit of £397 for the season compared with a surplus of £140 last year in line with the estimated deficit at the last AGM.
- Bank balance of £246 as at 26 June 2019, compared with £643 last year.

2. Income and Expenditure

	2018/19	2017/18
	£	£
Income		
Subscriptions	750	1,205
Tea & coffee receipts	12	34
	<u>762</u>	<u>1,239</u>
Expenditure		
Rent of Premises	(945)	(933)
League Fees	(170)	(162)
Equipment	(44)	(4)
	<u>(1,159)</u>	<u>(1,099)</u>
(Deficit)/Surplus for the season	<u>(397)</u>	<u>140</u>

- Subscriptions have reduced by £355 to £750 for 8 members reflecting the decision to make a one off reduction to return funds to members.
- Surplus of £12 arising from contributions for teas & coffees compared with £34 last year.
- Library rental charges to Essex County Council were payable at £6.75 per hour an increase of £0.25 compared with last year for each 3.5 hour meeting during the season.
- League fees of £170 comprise ECF charge of £16 for 10 players plus NECL registration £1 per player. This is an increase of £8 compared with last year.
- The equipment charge is for an additional two digital clocks £40 and doorbell batteries £4.

3. Bank Balance

	2018/19	2017/18
	£	£
Opening bank balance	643	503
(Deficit)/Surplus for the season	(397)	140
Closing Bank Balance	<u>246</u>	<u>643</u>

4. Subscription Proposals

- A increase of £10 is proposed for annual subscriptions to £110 from £100 (£55 from £50 for concessions) in 2018/19 for existing members and anyone joining from another club.
- It is proposed that juniors continue free and new members pay nothing in their first year.
- These proposals allow for an estimated increase in rental charges of £0.25 per hour with any increase in ECF league fees and NECL registration fees next season will being met from club funds.

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Agenda Item 11



WITHAM TOWN COUNCIL
17 NOV 2021
RECEIVED

Witham Branch
RBL Memorial Hall
Newland Street
Witham CM8 2AZ

The Town Clerk
Witham Town Council
Town Hall
61 Newland Street
Witham
Essex
CM8 2FE

17th November 2021

Dear Mr Sweeney,

Remembrance Day Parade

I would like to express my brief, but nevertheless sincere, thanks for the significant assistance that your Council provided on Sunday. You will appreciate that the Branch does not really have the best mechanism for arranging rolling road closures, and that alone made such a difference.

Thank you too for the Town Council arranging the attendance of the Essex Caledonian Pipe Band and Marks Tey Radio for the public address system. The Pipe Band is very much an institution with the Parade, and the very solid sound system was much appreciated.

Having recently become the Chairman of the Branch, I would like to explore ways to improve the Parade arrangements. I am minded to convene a meeting of interested parties, from Schools to Witham Town Football Club to Youth Groups and Veterans and so on, in the early part of 2022. I hope that the Town Council would support this as a major partner and look forward to hearing from you in due course.

Yours sincerely,

Colonel (Retd) C A F Thomas
Chairman
Witham Branch
The Royal British Legion

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