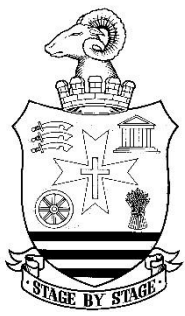




**Witham**  
town council

# Corporate Strategy 2022-2023

- 1) Overview & Agreed Objectives
- 2) Governance and Committee Structure
- 3) Planning & Transport Committee
  - 3.1) Objectives & Principles
- 4) Community Committee
  - 4.1) Objectives & Principles
- 5) Environment Committee
  - 5.1) Objectives & Principles
- 6) Policy & Resources Committee
  - 6.1) Objectives & Principles



# Overview & Agreed Objectives

## Statement from the Leader of Witham Town Council

"Ahead lies change, sooner or later: in the scheme of local government itself, the development control system, better delivery and linking up of health and care, in climate change and elsewhere. Our plans for 2022-23 need flexibility in timing and content to remain practicable and benefit all residents.

At the same time, we remain focused on value for money, driving out waste, seeking efficiencies and opportunities for income. We want to extend working with other organisations – the District and County Councils, the NHS, and volunteers in the Town, especially Citizens Advice. We will be seeking local ownership and control of more local public services to become closer to customers and residents, following the successful models of the River Walk and local allotments.

We will continue to raise concerns on development proposals with the Local Planning Authority ("LPA"), and seek closer involvement in related funding decisions. We will seek clarity from the NHS over its investment of funding obtained from developers. We will work with others in the town on a Neighbourhood Development Plan to sit with the LPA's Local Plan and provide a local steer on District-wide policies: this could deliver improvements in the town centre, in the types of housing developers build, in the protection of the natural world. We will press ahead with improving facilities for cyclists that link up the town and offer alternatives to car or bus. At the same time we need to preserve the free town centre parking that attracts shoppers and visitors, as well as trying to address commuter and other inconsiderate parking.

We will be extending our events programme throughout the year, 2022 sees the centenary of the Operatic Society, and indeed the 40 year anniversary of your Town Council. We are looking to develop services for our elderly residents as well as the younger generation. We will keep the town welcoming with floral decorations in the summer and attractive decorations at Christmas time.

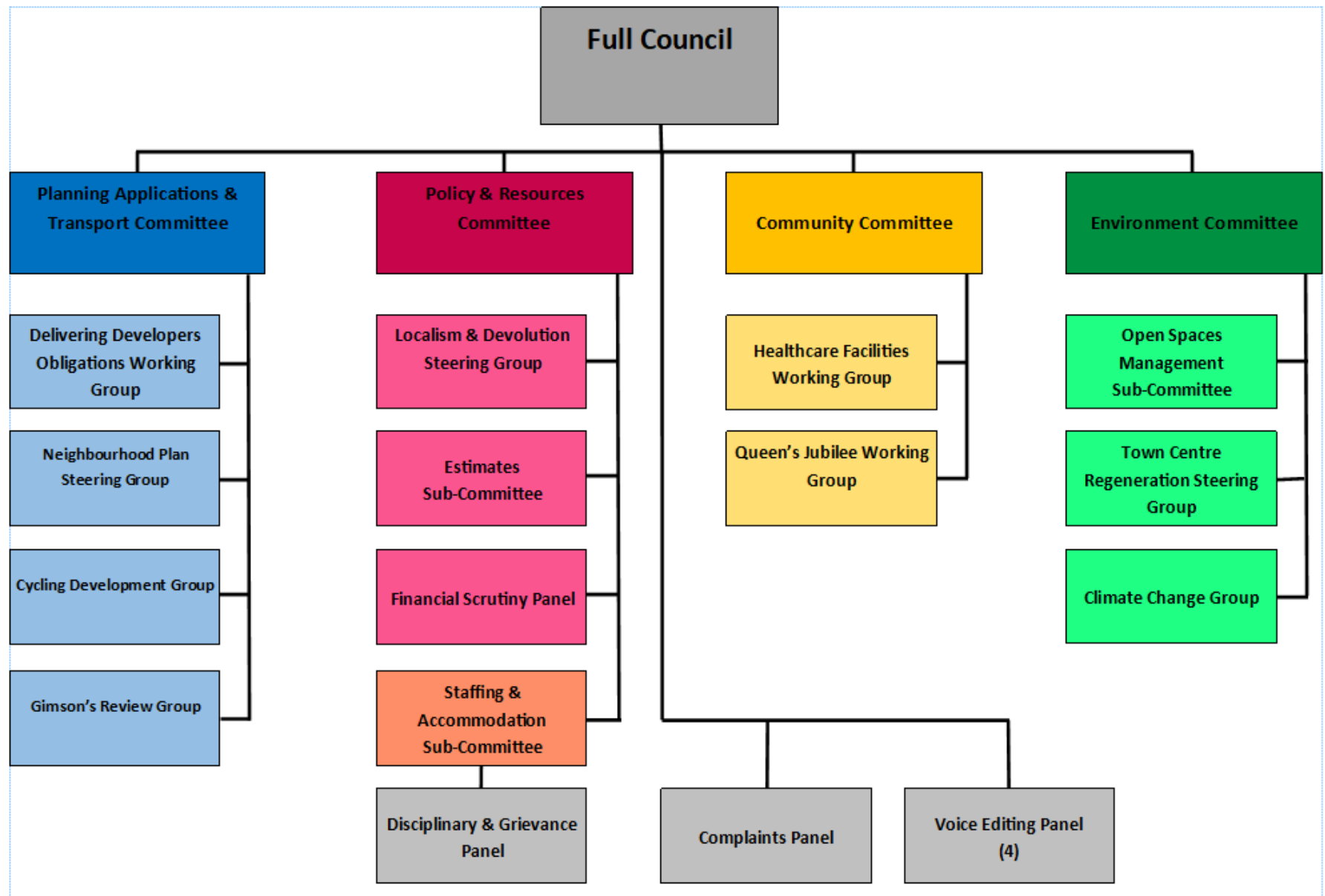
In all, through the Information Centre in the Town Hall, with the Voice magazine, the online social media presence, and of course by phone or face to face, we remain accessible to and at the service of all."

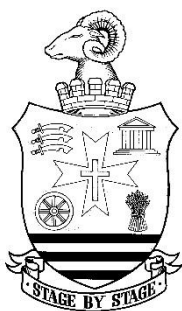


***Councillor Michael Lager***

***Leader of Witham Town Council***

# Governance & Committee Structure





# Planning & Transport Committee

## Overview of Delegated Responsibilities:

- All statutory consultation notices received in respect of full planning applications, listed building consent applications and change of use.
- Plans and policy proposals received in relation to Minerals & Waste.
- Matters relating to the National Planning Policy Framework (NPPF)
- Matters relating to the Local Plan and its components.
- Matters relating to the Conservation Areas in Witham.
- Matters of national infrastructure including but not limited to the A12, A120 and Great Eastern Main Line (GEML).
- Any matters and correspondence relating to Neighbourhood Plans.
- Correspondence received from the Local Planning Authority in relation to administrative planning matters.
- Notifications of Tree Preservation Orders made by the District Council.
- Notifications of Traffic Regulation Orders.
- Notifications of decisions taken by the Local Planning Authority.

*The planning committee remains the principal place of local scrutiny, ensuring that development in Witham is fit for purpose and is visually pleasing. Such development must be fundamentally justified and evidenced in each case.*

*In 2021, the Town Council committed itself to the commencement of a comprehensive Neighbourhood Plan and, as a result, inaugural meetings were held by a newly-created Neighbourhood Plan Steering Group. During the current Civic Year 2022-2023 it is anticipated that progress will be accelerated in conjunction with the services of a consultancy support company which is well versed in matters relating to Neighbourhood Plans and when it is practical to do so, individuals and representatives from third parties will be invited to join the Group as the Neighbourhood Plan will, in essence, be community led.*

*In addition to this work, the committee will continue to act as a statutory consultee for all planning matters in Witham and will not hesitate to recommend rejection of sub-standard development in our Town to the Local Planning Authority.*



**Councillor John Goodman**

**Chairman of Planning & Transport Committee**

## Advisory Committees that report to this committee are:

- **Delivering Developers Obligations Committee**  
(Responsible for scrutinising S106 matters)
- **Neighbourhood Plan Steering Group**  
(Production of the new neighbourhood plan for Witham)
- **Gimsons Review Group**  
(To ensure Planning Conditions are adhered to)
- **Cycling Development Group**  
(To develop a strategy to improve Witham's cycleways)

## Members of the Community Planning & Transport Committee for 2022/2023 are:

Cllr J. Goodman (Chairman)  
Cllr A. Kilmartin (Vice-Chairman)  
Cllr K. Atwill  
Cllr P. Barlow  
Cllr P. Heath  
Cllr S. Hicks  
Cllr C. Lager  
Cllr M. Lager  
Cllr T. Pleasance



**Objective:**  
**Neighbourhood Plan**

The Council will formally notify the Local Planning Authority of its intention to commence the neighbourhood planning process. The Planning & Transport Committee will preside over the Neighbourhood Plan Steering Group and ensure that adequate representation across the Town is included. A draft plan and evidence collation will commence.

**Principle:**  
**Scrutiny of Planning Applications**

The Council will continue to serve as a statutory consultee to the local planning authority and objectively assess all planning applications pertinent to Witham. Where applications appear to the Town Council as substandard, recommendations will be made by the committee for more appropriate and sympathetic development in Witham.

**Objective:**  
**Local Plan Representation**

Upon adoption of the emerging local plan, the Town Council will ensure that policy is applied fairly and consistently by Braintree District Council.

**Principle:**  
**Scrutiny of S106 & Developers Contributions**

The Council will delve deeper into S106 matters to unlock development funding for Witham that has already been collected but remains unspent. Through the Delivering Developer's Obligations Group, the Council will identify funding opportunities to the Local Planning Authority and advance key local investment projects.

**Objective:**  
**Witham Cycleways Strategy**

The Committee will work in conjunction with the Cycling Development Working Group to deliver a strategy for the improvement of cycleways in Witham.

**Principle:**  
**Highways Matters & Parking Reports**

The Committee will continue to receive its standing Highways & Parking Report and refer all matters of local concern to the Local Highways Panel, North Essex Parking Partnership and Essex Highways in order to resolve local highways concerns in a timely fashion.

## PLANNING & TRANSPORT BUDGET FOR 2022/2023

*No income line*

0

Total Income

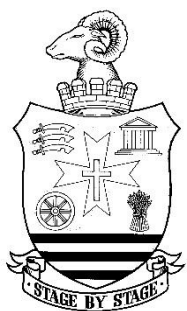
0

Neighbourhood Plan

5000

Overhead  
Expenditure

5000



# Community Committee

## Overview of Delegated Responsibilities:

- Receive reports, recommendations and minutes from Task & Finish Groups, advisory committees and panels that may be appointed from time to time.
- All matters relating to the Council's CCTV network and general community safety.
- Management and oversight of the Council's Community Special Constable Scheme operated in partnership with Essex Police.
- Promotion of community safety awareness and advice to local citizens.
- Matters of public health.
- Matters concerning provision of community transport.
- Provision of Christmas decorations and celebrations, including Christmas Events.
- Provision of all Town Council run events including Community Day & Witham Puppet Festival.
- Matters concerning youth engagement and opportunities.
- Support and oversight of the locally led 'Silver Cinema'.
- Management and authorisation of the Town Council's Grant Aid Scheme.
- Oversight of the Witham Information Centre including managerial statistics, provision of services and profitability.
- Matters relating to civic celebration, onetime events and Remembrance.

*The Community Committee is responsible for representing the residents of our town. As we all start living normal lives after Covid-19 the Community Committee will be working harder than ever to ensure that our residents enjoy community led events throughout the year.*

*The committee will also be taking an active role in reducing social isolation in our community and fostering new relationships with other organisations within Witham. We aim to encourage all groups that offer our residents a place to go to relax, to learn and to have company. We support the Silver Cinema that offers a once a month Sunday afternoon film at the Royal British Legion Hall.*

*Through our Information Centre we can provide information to the public on a whole range of activities available to all age groups. We will be holding pop-up stalls throughout Witham to allow people to come and ask questions of our Councillors, to report problems they may be experiencing and to pass on information regarding scams.*

*In addition we'll be working even closer with the police to expand our successful Community Special Constables team further to ensure successful visible policing on our streets.*

## Advisory Committees that report to this committee are:

- **Improving Healthcare Facilities Working Group**  
(Scrutiny of healthcare infrastructure in Witham)
- **HM The Queen's Jubilee Working Group**  
(Celebration of the Queen's Jubilee)



**Councillor Susan Ager**

**Chairman of Community Committee**

## Members of the Community Committee for 2022/2023 are:

Cllr S. Ager (Chairman)  
Cllr J. Williams (Vice-Chairman)  
Cllr J. Bayford  
Cllr P. Heath  
Cllr C. Jay  
Cllr C. Lager  
Cllr M. Lager  
Cllr S. Rajeev  
Cllr M. Weeks  
Cllr R. Williams

**Objective:**  
**CCTV Expansion**

The Committee will produce a report of recommendations for the consideration of Full Council for the review and potential expansion of the Town Council controlled CCTV network in Witham.

**Objective:**  
**Special Constables Recruitment**

The Council will continue to drive forwards its successful Special Constable Recruitment programme in partnership with Essex Police to increase the total number of active constables to eight.

**Principle:**  
**Town Council Allotment Management**

The Committee will preside over the Town Council's allotments working in partnership with the Allotment Association identifying improvements to current sites and securing the ownership of new areas.

**Objective:**  
**Community Engagement**

The Committee will actively seek to engage with a wide range of members of the community through its programme of events and member led pop up Stalls, paying particular attention to those who are hardest to reach.

**Objective:**  
**Celebrating our the Local Community**

The Committee will preside over the implementation of the Council's approved "Pride in the Local Community Report" which will introduce new town wide competitions and herald the return of the historic market Town Crier.

**Objective:**  
**Artefact Donation Scheme**

The Council will evaluate its current Artefact Donation Scheme for improvement and extension opportunities to include the active documenting and archiving of Witham's local history for future generations.

**Principle:**  
**Business & Group Engagement**

The Committee will explore new opportunities and partnerships with key bodies such as Witham Industrial Watch and take greater steps to ensure these organisations are fully supported by the Town Council in their endeavours.

**Objective:**  
**Tackling Social Isolation**

The Committee will work to identify ways the council can reduce loneliness and isolation for all citizens, regardless of age and gender.

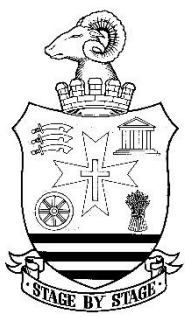
**Principle:**  
**Healthcare Facilities in Witham**

The Council will continue to lobby for expanded capacity and improvements to primary care and NHS services in Witham and actively engage with the Clinical Commissioning Group and partners for the development of a new health facility in Witham.



# COMMUNITY COMMITTEE BUDGET FOR 2022/2023

Information Sales Income	75000
Puppet Festival Income	1500
Christmas Events	500
Dog Show	500
<b>Total Income</b>	<b>£83,500</b>
Community Team - Salaries & Employer N.I & LGPS	61900
Town Clock	1300
Christmas Decorations	10600
Information Centre Stock	65000
Information Centre Advertisement & Administration	3000
Community Grant Aid	15000
Citizens Advice	10000
CCTV	8000
Community Safety	2500
Community Special Constables Expenses	5000
Community Special Constable Recruitment	1000
Other Community Support	1500
Witham Festival	18000
Remembrance	1200
Witham Dog Show	2000
Halloween Event	2000
Christmas Events & Tree	3000
Queen's Jubilee Event	5000
Easter Trail	1500
New Events & Events Improvement	1500
Silver Cinema	2000
<b>Overhead Expenditure</b>	<b>£221,000</b>



# Environment Committee

## Overview of Delegated Responsibilities:

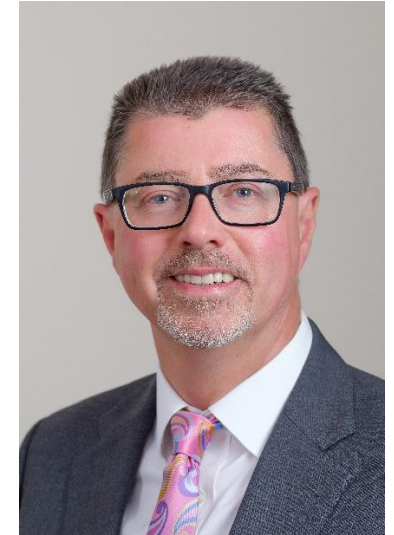
- Receive reports, recommendations and minutes from advisory committees and panels that may be appointed from time to time.
- All matters relating to the Council's managed assets including the River Walk, Whetmead Nature Reserve, Closed Churchyard and James Cooke Wood.
- To receive and adopt management plans as recommended by the Open Spaces Management Sub-Committee.
- To preside over general asset management of furniture and assets located on open spaces including waste management.
- To consider matters in relation to climate and pollution.
- To consider all matters in relation to trees, tree planting and the Councils closed 'Commemorative Tree Scheme'.
- To consider matters in relation to litter and any provisions included in the Environmental Protection Act 1990.
- To preside over the Council's programme of floral displays.
- To consider any matters in relation to the ongoing maintenance and management of the Council's fleet and equipment assets.
- To preside over the management of the Council's public conveniences.
- To preside over the management of the Council's street lighting inventory.
- To consider and adopt any policies that directly affect the management of open spaces.

*The Environment committee ensures that our natural landscape, and green spaces are preserved and enhanced for the benefit of all residents and visitors to Witham. The River Walk remains Witham's Jewel in the Crown. After some years of effort, Witham Town Council has recently taken ownership. This gives us the opportunity to develop a significant strategy to upgrade, and further enhance the amenity value for the people of Witham. Management of the River Walk remains critically important to this committee.*

*Witham Town Council has been liaising with BDC regarding an overhaul of the Witham Town Park, and improvements to the public realm on Newland Street. This involves new art works, replacement/reorganisation of street furniture and events spaces. We will be pursuing BDC to complete these improvements as a matter of urgency. We will support a strategy to improve the town's cycleways. The committee will also be implementing comprehensive management plans for Whetmead Nature Reserve and the James Cooke Wood, to improve these under-utilised sites.*

## Advisory Committees that report to this committee are:

- **Open Spaces Management Sub-Committee**  
(General land management committee)
- **Town Centre Regeneration Steering Group**  
(Lobbying of Town Centre improvements for Witham)
- **Climate Audit Panel**  
(Reduction of Carbon & Climate Emergency Response)



**Councillor Kevin Atwill**  
Chairman of Environment Committee

## Members of the Environment Committee for 2022/2023 are:

Cllr K. Atwill (Chairman)  
Cllr J. Goodman (Vice-Chairman)  
Cllr J. Bayford  
Cllr P Heath  
Cllr S. Hicks  
Cllr A. Kilmartin  
Cllr C. Lager  
Cllr M. Lager  
Cllr S. Rajeev  
Cllr M. Weeks

**Objective:**  
**Review of Floral Displays**

The Committee will consider proposals from officers to reduce costs, increase displays and reinstate "Witham in Bloom" as a function of the local community.

**Objective:**  
**Path & Cycleway Programme**

Phase 1 of the Town Council's footpath and cycleway resurfacing and reconstruction programme on the River Walk will commence.

**Objective:**  
**Review of Street Furniture**

The Committee will perform a fundamental asset review of all Town Council street furniture and partnership with Braintree District & Essex County Councils on a joint brief for Newland Street.

**Objective:**  
**Blackwater Rail Trail**

The Committee will seek devolution of the Blackwater Rail Trail from Essex County Council to Witham Town Council in order to re-open the footpath in its entirety.

**Objective:**  
**All Saints Churchyard Plan**

A management plan will be created for the ongoing maintenance of the All Saints Closed Churchyard.

**Objective:**  
**Highways Devolution Pilot**

The Committee will continue to partnership with ECC to deliver the Highways Devolution Pilot and conduct general maintenance of highways at the local level (excluding the highway proper)

**Objective:**  
**Linking Whetmead & The River Walk**

Additional steps will be taken to secure a link between Whetmead Nature Reserve & The River Walk.

**Objective:**  
**Fleet Review**

The Committee will perform a complete review of the Town Council's fleet for carbon free alternatives and decarbonisation of the Council's operations.

**Objective:**  
**James Cooke Wood Scheme**

A preliminary report will be reconsidered for advancement of the James Cooke Wood improvement programme.

**Principle:**  
**Witham Cycleway Strategy**

The Committee will consider commencing a town wide Cycleway strategy and unilateral approach to enhancing the local cycling infrastructure.

**Objective:**  
**Management of Town Park WC's**

The Committee will continue to ensure that Witham Town Park's public conveniences are maintained to a good standard and kept open to the public in addition to seeking 100% business relief rate from HM Government.

## ENVIRONMENT COMMITTEE BUDGET FOR 2022/2023

Dog & Bench Sponsorship Scheme		1650
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	<u>Total Income</u>	<u>£1,650</u>
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Operation Salaries & Employer N.I & LGPS		126714
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Equipment Supplies & Maintenance		4000
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Dog & Bench Schemes		1200
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Lighting Maintenance & Utility		4000
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Tree Planting		2000
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Tree Maintenance		9000
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Toilet Block - Town Park		7650
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Dog Bin Maintenance		600
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Litter Bins		8000
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Open Spaces General		1500
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River Walk Improvements		3000
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James Cooke Wood		2000
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River Walk		3000
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Whetmead LNR		2000
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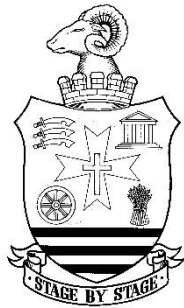
Witham In Bloom		12200
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Fleet		4000
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Waste Disposal		1000
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	<u>Overhead Expenditure</u>	<u>£191,864</u>
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# Policy & Resources Committee

## Overview of Delegated Responsibilities:

- All matters of policy adoption, amendment and approval, save for where a policy area is delegated to another committee or presided over by Full Council.
- Receipt of all budget reports for all standing committees.
- Receipt of cashbooks and bank reconciliations.
- Management and consideration of Town Council publications.
- Matters relating to the Mayor's Appeal.
- Matters concerning receipt and consideration of legal advice ahead of referral to Full Council.
- All matters concerning income and expenditure in general, including analysis of the Council's long-term financial picture.
- Management of the Council's 'Earmarked Reserves' and receipt of EMR reports.
- Scrutiny of administrative practice and deployment of resource.

*"The Policy & Resources Committee is responsible for ensuring the Council not only maintains its exemplary record of good governance and transparent finances, but advances beyond the statutory minimum to be a truly, open-door Council.*

*For 2022-2023, the committee will preside over advancing the question of Local Government reform, devolution and localism. The Council will prepare a long-term strategy for the devolution of selective services to the Town Council where a valid business case can be demonstrated. Whilst looking to the future however, the committee will not become complacent in balancing the books and ensuring the Town Council emboldens its role as the principal investment body in Witham.*



**Councillor Michael Lager**  
**Chairman of Policy & Resources Committee**

## Advisory Committees & Panels that report to this committee are:

- **Localism & Devolution Steering Group**  
(New revenue and devolvement opportunities)
- **Estimates Sub-Committee**  
(Annual budgeting and business planning overview)
- **Staffing & Accommodation Sub-Committee**  
(Personnel & Employment matters)
- **Financial Scrutiny Panel**  
(Member led Q&A of S151 officers on fiscal administration)

## Members of the Policy & Resources Committee for 2022/2023 are:

Cllr M. Lager (Chairman)  
Cllr R. Williams (Vice-Chairman)  
Cllr S. Ager  
Cllr K. Atwill  
Cllr P. Barlow  
Cllr J. Goodman  
Cllr C. Jay  
Cllr T. Pleasance  
Cllr M. Weeks  
Cllr. J Williams



**Objective:**  
**Policy Review Programme**

The committee will complete the systematic policy review programme to ensure that all policies of the Council are correct, relevant and fit for purpose.

**Objective:**  
**Prospectus for Devolution**

The Committee will create a draft proposal for the strategic devolution of selected assets and services where a valid business case can be demonstrated.

**Objective:**  
**Town Hall Site Improvement Project**

The Committee will preside over the project to expand operational capacity by modernising existing facilities and draft a scheme for submission to the Local Planning Authority.

**Objective:**  
**Strategic Acquisitions & Investments**

The Committee will continue to identify and develop outline business cases for strategic acquisition and investment opportunities for the benefit of Witham's local community.

**Principle:**  
**Member Development**

The Committee will consider implementing a new tailored programme of Member development and support to enable members to carry out their duties more effectively .

**Objective:**  
**Investment in Human Resources**

The Committee will ensure that training budgets are fully deployed and continued professional development of officers supported. The Council will seek acceptance into the 'Investors in People' scheme.

**Objective:**  
**Review of Communications**

An examination and report of the Town Council's communications will be considered by the committee in order to produce a new communications strategy better defining the strategic and long term mission of the Council.

**Principle:**  
**Town Plan**

The Committee will re-evaluate the Town Plan comprehensive document and select outstanding options for progression by the Council.

**Principle:**  
**Additional Grant Funding**

The Committee will ensure that business plans and projects are assessed against potential grant funding pools available and all grants obtained where possible to reduce the investment cost burden to local citizens.

**POLICY & RESOURCES COMMITTEE BUDGET FOR 2022/2023**

**INTEREST RECEIVED** 100

**Total Income £100**

**Civic Reception** 2000

**Instructions & Reports** 5000

**Christmas Expenses** 2700

**Mayor's Allowance** 2000

**Civic Gestures** 500

**Surveys and Consultations** 1000

**Newsletters and Publications** 12000

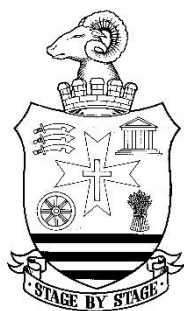
**Members Allowance** 8000

**Communications and Exhibitions** 1500

**Overhead  
Expenditure £34,700**

**CENTRAL SERVICES BUDGET FOR 2022/2023 (SPENDING NOT ALLOCATED TO A PARTICULAR COMMITTEE)**

Sundry Receipts	500
Hall Hire	12000
<b>Total Income</b>	<b><u>£12,500</u></b>
 Admin Salaries & Employer N.I & LGPS	 224215
Travel Expenses	500
Town Hall	35000
Gas	5500
Electricity	5700
Photocopying	3000
Postage	500
Stationery	1500
Office Equipment	4000
Telephones	1800
Insurance	8500
Sundry Expenses	1500
Audit & Legal	6500
Affiliation Fees	5000
Members Conferencing/Training	2000
Staff Conferencing/Training	5000
Payroll Charges	800
Petty Cash	650
IT	4000
Charges	500
 <b>Overhead Expenditure</b>	 <b><u>£316,165</u></b>



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upon request from:

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Town Hall  
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Witham  
Essex  
CM8 2FE

[www.witham.gov.uk](http://www.witham.gov.uk)

