



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

**AGENDA**  
**Zoom Meeting ID: 588 266 3052**  
**Password: 445566**

Meeting of: **Town Council**

Date: **Monday, 26<sup>th</sup> October 2020**

Time: **7.00 p.m.**

To be present:	Councillors	Mrs	S.C.	Lager	(Town Mayor)
		Mrs	A.	Kilmartin	(Deputy Town Mayor)
		Mrs	S.	Ager	
			K.L.	Atwill	
			P.R.	Barlow	
			J.C.	Bayford	
			J.C.	Goodman	
			S.E.	Hicks	
	Miss	C.		Jay	
			M.C.M.	Lager	
			C.S.	Livermore	
			T.A.	Pleasance	
			P.M.	Ryland	
	Miss	M.L.		Weeks	
			R.	Williams	

**1. APOLOGIES**

To receive apologies for absence.

**2. MINUTES**

To receive the Minutes of the Meeting of the Town Council held 28<sup>th</sup> September 2020 (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 upon any item on the Agenda.

**5. ESSEX COUNTY AND BRAINTREE DISTRICT COUNCIL UPDATE**

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

**6. TOWN CLERK'S REPORT**

To receive the Town Clerk's Report on matters arising ([attached](#) at page 3).

**7. DELEGATED DECISIONS**

To receive Delegated Decisions for the period to ([attached](#) at page 4).

**8. TOWN MAYOR'S ENGAGEMENTS**

To receive any details of Town Mayor's Engagements and verbal report from the Town Mayor.

**9. LAWN CHASE**

To receive a report and to consider funding the white lining at the entrance to Lawn Chase ([attached](#) at page 5).

**10. ESTIMATES SUB-COMMITTEE**

To appoint Councillor Mrs S. Ager to the Estimates Sub-Committee, as Chairman of the Community Committee.

**11. TASK & FINISH GROUP FOR SOCIAL ISOLATION**

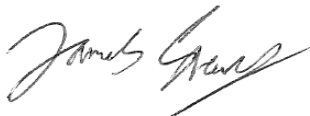
To receive a report ([attached](#) at page 6) from Councillor Susan Ager, Chairman of the Social Isolation TAFG and consider approval of proposals therein.

**12. EXCLUSION OF 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 of the Local Government Act 1972, S3 - information relating to the financial or business affairs of any particular person.

**13. MARKETS**

To consider an initial report concerning markets in Witham ([attached](#)).



James Sheehy  
Town Clerk

JS/19.10.2020

**Officer Report: Clerk's Report**

**The following matters are for members to note:**

Interim update on alternative Christmas Events:

Initial preparations are underway for the proposed Christmas lightshow event on the River Walk. Site visits have been conducted with officers, contractors and electricians to resolve small-scale logistics ahead of confirming final installations and costs. An event management plan is now under consideration with key partners to ensure that all events can be delivered with full compliance of "Covid-19 Secure Guidelines."

Lead times from suppliers and any potential additional restrictions by HM Government with respect to covid-19 may affect the viability of this programme of events, but currently plans are on track to be delivered. The largest risk associated with this event is the uncertain winter environment ahead for Covid-19. Therefore, the Town Council must still be prepared to cancel events if critical to wider public health requirements.

Dog Walking Areas:

Initial land enquiries have been filed with respective owners and this item will return to the appropriate committee for further debate upon receipt of enquiries.

Pre-Application Advice for Town Hall Accessibility (*Community Committee Ref. Min 93 (10-02-2020)*)

Pre-application advice from the LPA was expected by 8<sup>th</sup> October 2020 but has not yet been provided. No explanation was provided by the LPA for the delay.

**Advice:**

To receive and note.

## ITEM NO: 7

PLANNING COMMITTEE	28.8.2020	20/01294/HH - 34 Ebenezer Close, Witham - No objection
PLANNING COMMITTEE	28.8.2020	20/01336/HH - 22 Stevens Road, Witham - No objection
PLANNING COMMITTEE	28.8.2020	20/01093/FUL - Josephs Barn, Hatfield Road, Witham - Recommend approval subject to the provision of a suitable bin store area with relevant access commensurate with the number of office units proposed
PLANNING COMMITTEE	28.8.2020	20/00277/TPOCON - 45 Collingwood Road, Witham - no objection subject to the advice of the District Council's Landscape Officer
PLANNING COMMITTEE	28.8.2020	20/01292/FUL - 8 The Grove Centre, Witham - No objection
PLANNING COMMITTEE	28.8.2020	19/01287/FUL - The Swan Public House - recommend refusal on the grounds of unsuitable access via a private road with the caveat that any proposed development making use of this access should be subject to a covenant to contribute to maintenance costs
PLANNING COMMITTEE	28.8.2020	20/00265/TPOCON - 28 Collingwood Road, Witham - Recommend refusal on the grounds of lack of information regarding the reason to fell the tree and subject to the advice of the District Council's Tree Officer
PLANNING COMMITTEE	28.8.2020	20/00198/TPO - 13 Chipping Hill, Witham - recommend refusal on the grounds that the tree should be properly managed and subject to the advice of the District Council's Landscape Officer.
ENVIRONMENT COMMITTEE	14.9.2020	Highways Report - It was agreed that a recommendation should be made to Town Council for the Highways Report to be under the remit of the Planning Applications and Transport Committee.
ENVIRONMENT COMMITTEE	14.9.2020	Town Park Railings - It was agreed to pursue this matter.
ENVIRONMENT COMMITTEE	14.9.2020	Refuse Recycling at Public Sites - It was agreed to make enquiries regarding the duties of the County Council in relation to tips and whether it had the power to refuse access.
ENVIRONMENT COMMITTEE	14.9.2020	Dog Memorial Bench Scheme - It was agreed to proceed with memorial bench scheme.
ENVIRONMENT COMMITTEE	14.9.2020	Whetmead Improvements - It was agreed to seek adverse possession of the unregistered land and to tidy up the entrance to Whetmead.
ENVIRONMENT COMMITTEE	14.9.2020	James Cooke Wood - It was agreed that the neighbouring nursery should be approached to ascertain whether they would be in agreement for visitors to the woodland to use their facilities and for the improvements to James Cooke Wood to be included in next year's Business Plan along with an appropriate budget.
ENVIRONMENT COMMITTEE	14.9.2020	Open Spaces Promotional Video - After further discussion it was agreed that both options should be pursued and tentative first steps taken for videos to be commissioned for social media and to be shown in the Information Centre.
PLANNING COMMITTEE	23.9.2020	20/01349/HH - 13 Malyon Road, Witham, Essex - no objection
PLANNING COMMITTEE	23.9.2020	20/01383/HH - 4 Primrose Place, Witham, Essex - no objection
PLANNING COMMITTEE	23.9.2020	20/01404/HH - 42 Rickstones Road, Witham, Essex no objection
PLANNING COMMITTEE	23.9.2020	20/01425/LBC - 13 Guithavon Street, Witham, Essex - no objection
PLANNING COMMITTEE	23.9.2020	20/01379/FUL - 3B Freebournes Court, Witham, Essex
PLANNING COMMITTEE	23.9.2020	20/01380/HH - 32 Albert Road, Witham, Essex - no objection
PLANNING COMMITTEE	23.9.2020	raises no objection subject to sufficient car parking spaces in line with Essex Parking Standards, sufficient cycle parking and evidence of the requisite element of affordable housing in accordance with RLP2 and RLP5. In line with LLP44 there should be facilities for plug-in recharging of vehicles or a contribution towards a facility at the nearby District Council's White Horse Lane car park.
PLANNING COMMITTEE	23.9.2020	20/01434/FUL - Land Adjacent To Lodge Farm, Hatfield Road, Witham - recommends approval
PLANNING COMMITTEE	23.9.2020	20/01442/FUL & 20/01443/ADV - Witham Leisure Centre, Spinks Lane, Witham - no objection

**Officer Report: Lawn Chase**

**Issue:**

The problem with vehicles obscuring the access to Lawn Chase was originally raised by residents at the Planning Applications and Transport Committee on 21/08/2017.

An application was made to North Essex Parking Partnership for further line markings on 04/01/2018 but was subsequently rejected.

A further application was made to the Local Highways Panel on 01/07/2019 for a box marking to try to resolve the issue. LHP have proposed a refresh of the Keep Clear markings and lines either side with the potential to lose one parking space on Newland Street. This is now in their schemes waiting for funding but there are now no further funds available this year so will not be looked at until next year the earliest.

A recent enquiry has been made to NEPP to establish whether they are able to assist due to the length of time taken to settle this matter. They are not responsible for 'Keep Clear' markings only restriction lines or parking bays but they too do not have funds available this year.

A quote provided by the contractor NEPP uses to repaint the 'Keep Clear' markings and line restrictions either side is £295 (+VAT).

Members to decide whether Witham Town Council should fund this work due to the length of time already taken. Members should also consider whether this will set a potential precedent for future LHP/NEPP work.

**Advice:**

Members to discuss whether to fund Highways work needed at Lawn Chase entrance.

**T&F Social Isolation Group - Report from Chairman, Councillor Susan Ager.**

**ITEM NO: 11**

**J9 Training**

All the staff at the town hall, including the Open Spaces Team, are doing the J9 training. Once the training is completed, the Town Hall will become a J9 Hub, place of safety.

Further decisions are to be made to invite other venues in Town to also complete this training.

**Home Alone on Christmas**

The Christmas lunches for those alone on Christmas Day, have been cancelled due to Covid-19.

The Social Isolation Group, have been looking at ways in which we can help those in need, to receive a hot Christmas dinner on Christmas Day. Although we do not have exact figures at this time, we believe we need to help between 75 - 120 people.

We have been discussing this with the organisers of **'Home Alone on Christmas'**. These people organised the Christmas luncheon at the United Reform Church last year.

Kim Barker is the lead organiser and she has enough money from donations, to arrange a hot dinner delivery on Christmas Day. The Social Isolation Group is planning to support this, not with money, but with practical help. Kim may need extra money, but it depends on how generous the local shops and community are.

Kim has asked for permission to use the Town Hall kitchen facilities and use of the function room. She has a fully qualified chef prepared to cook all the food. His qualifications will be checked and the necessary certificates copied and kept on record by Deputy Town Clerk Nikki Smith.

Volunteers will deliver the food in their own cars, after informing their insurance company that they are volunteering. The food will be packed as a hot meal and put into polystyrene boxes to retain heat. They will be delivered immediately to ensure food is delivered in a safe manner.

Due to Covid-19, the strict guidelines for the number of people within the kitchen and for packing the food will be followed.

The meal will consist of a full Christmas dinner followed by Christmas pudding, mince pie and cream.

**We are hoping that the Town Council will support us by allowing the use of:**

- 1. The use of the kitchen and function room**
- 2. The donated present boxes, and a Christmas card from the collection in the Town Hall letter box, to accompany this meal.**

CLlr Susan Ager will be opening up and staying until everything is finished and cleaned. If anyone would like to support this venture, either beforehand or on the day, we would be delighted to hear from you.

We are not asking the Town Council for money, just support.

Councillor S.A 19/10/20

