



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

AGENDA

WITHAM TOWN COUNCIL

Date: **Monday, 3rd February 2025** 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:

L. Barlow	(Town Mayor)	T. Hewitt
P. Heath	(Deputy Town Mayor)	J. Martin
E. Adelaja		R. Playle
P. Barlow		R. Ramage
J.C. Coleman		J. Robertson
J.M. Coleman		A. Sloma
B. Fleet		B. Taylor
L. Headley		E. Williams

Nikki Smith
Town Clerk
28.1.2025

1. APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of Town Council held 7th January 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. ESSEX COUNTY AND BRAINTREE DISTRICT COUNCIL UPDATE

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

6. TOWN MAYOR'S ENGAGEMENTS

To receive details of the Town Mayor's engagements attended for period 2nd to 28th January 2025 attached at page 4.

7. TOWN CLERK'S REPORT

To receive the Town Clerk's report on matters arising attached at page 5.

8. MEETING SCHEDULES

(a) Meeting Schedule 2024 – 2025

To note that the date of Wednesday, 9th April 2025 has been set for the Annual Town Meeting and that the date of the Annual Meeting has been put back a day to Tuesday, 13th May as there is a District Council's Cabinet Meeting on the Monday. (A new Meeting Schedule will be issued).

(b) Draft Meeting Schedule 2025 – 2026

To receive and approve the draft Meeting Schedule for the Civic Year 2025 – 2026 attached at page 6.

9. BRAINTREE DISTRICT COUNCIL'S WASTE AND RECYCLING

To consider making a formal response to the District Council's waste and recycling consultation (Minute 151 of Town Council Meeting held 7th January 2025 refers).

10. MEMBERS' ATTENDANCE AT MEETINGS

To receive details of Members' Attendance at Meetings attached at page 8.

11. COMMITTEE REPORTS

- (a) **Planning and Transport Committee held 7th and 20th January 2025**
Minutes 199 to 222 (inclusive).

To receive a report of the Meetings.

- (b) **Environment Committee held 20th January 2025**
Minutes 37 to 53 (inclusive).

To receive a report of the Meeting.

12. 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.

13. LAND TRANSFER

To receive an update attached at page 10.

14. MALTINGS LANE COMMUNITY CENTRE

To receive a verbal report.

15. FUNDING UPDATE

To receive an update attached at page 11.

16. RIVER WALK

To receive a verbal report.

17. INSURANCE CLAIM

To receive a report attached at page 12.

18. BY ELECTION COSTS

To receive a report attached at page 16.

2nd January 2025 to 28th January 2025

MAYORAL ENGAGEMENTS

QUIZ NIGHT – FRIDAY 24TH JANUARY 2025

The Mayor hosted a **Quiz Night** at the Royal British Legion Hall, including several rounds of questions and a prize raffle, with proceeds going towards both charities: **Homestart** and **KidsInspire**.

[Back to Agenda](#)





ITEM NO: 7

Officer Report: [Town Clerk's Report](#)

The following matters are for members to note:

Bridge Crossing

The BDC project to provide a pedestrian bridge crossing over the River Brain in Blackwater Lane funded by Section 106 contributions recently went out to tender. Unfortunately, no tenders were received by the closure date. Further investigations are taking place with procurement but other options may be considered to spend the funds which may include improving the paths/cycleways in the local vicinity.

Braintree District Council Wealth and Health Fair

This will be held at Spring Lodge Community Centre on Saturday 22nd March between 10-3pm if Members would like to have a stall.

Advice:

To receive and note.

[Back to Agenda](#)

Schedule of Meetings for Civic Year 2025 - 2026

Agenda item 8(b)

FULL COUNCIL & STANDING COMMITTEES

	2025								2026				
	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY
TOWN COUNCIL	AM Tues 13 th	Mon 9 th	Mon 7 th	Mon 4 th	Mon 1 st Mon 29 th	Tues 28 th	Tues 25 th		Mon 12 th	Mon 9 th	Mon 9 th	Tues 7 th	Tues 5 th AM Mon 18 th
ENVIRONMENT COMMITTEE			Tues 22 nd			Mon 13 th			Mon 26 th			Mon 20 th	
COMMUNITY COMMITTEE	Tues 27 th			Tue 19 th			Mon 10 th			Tues 24 th			
POLICY & RESOURCES COMMITTEE		Mon 23 rd			Tues 16 th			Tues 9 th			Mon 23 rd		
PLANNING & TRANSPORT COMMITTEE <i>(Commences 6:30pm)</i>	Tues 13 th Tues 27 th	Mon 9 th Mon 23 rd	Mon 7 th Tues 22 nd	Mon 4 th Tue 19 th	Mon 1 st Tues 16 th Mon 29 th	Mon 13 th Tues 28 th	Mon 10 th Tues 25 th	Tues 9 th	Mon 12 th Mon 26 th	Mon 9 th Tues 24 th	Mon 9 th Mon 23 rd	Tues 7 th Mon 20 th	Tues 5 th Mon 18 th
STAFFING COMMITTEE <i>(Commences 7:30pm)</i>							Mon 3 rd						

Change of date of AM because of BDC Cabinet

Schedule of Meetings for Civic Year

SUB-COMMITTEES & SCRUTINY FUNCTIONS

	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY
ESTIMATES								Tues 16 th					
OPEN SPACES MANAGEMENT SUB-COMMITTEE <i>(Commences 2:00pm)</i>		Wed 4 th			Wed 3rd			Wed 3rd			Wed 4th		
FINANCE SCRUTINY PANEL <i>(Commences 10:00am)</i>					Thurs 18th						Thurs 19th		

[Back to Agenda](#)

Town Council Agenda - 3rd February 2025
Members' Attendance at Meetings – 2024 - 2025

Agenda item 10

Meeting and Date	E. Adelaja	L. Barlow	P. Barlow	J.C. Coleman	J.M. Coleman	B. Fleet	L. Headley	P. Heath	T. Hewitt	J. Martin	R. Playle	R. Ramage	J. Robertson	A. Sloma	B. Taylor	E. Williams
Annual Meeting 13.5.2024	√	√	√	√	√	A	A	√	√	A	A	A		√	√	A
Planning 28.5.2024	√		√	A	X		√		√	A		√		√		√
Community 28.5.2024	√	√	√	√		A	√	√			√	√				√
Open Spaces 4.6.2024			A			√		A	A			X				
Planning 11.6.2024	√		√	A	A		√		√	√		A		√		A
Town Council 11.6.2024	√	√	√	A	A	√	√	√	√	√	A	A		√	√	A
Planning 24.6.2024	√		√	√	A		√		√	√		X		LA		√
Planning 8.7.2024	√		√	√	√		√		√	√		X		LA		A
Town Council 8.7.2024	√	√	√	√	√	√	√	√	A	√	A	A		LA	√	√
Planning 22.7.2024	A		√	X	A		√		√	√		√		LA		A
Environment 22.7.2024	A			A	A	√			√	√		√	√	LA	√	
Planning 5.8.2024	√		√	A	√		√		√	√		A		LA		A
Town Council 5.8.2024	√	√	√	A	√	A	√	√	√	√	√	√	√	LA	√	A
Planning 19.8.2024	√		A	√	√		√		√	√		√		LA		√
Community 19.8.2024	X	A		√		A	√	A			A	√	√			√
Extraordinary T C 27.8.2024	X	√	√	√	√	X	√	√	A	A	A	X	√	LA	A	X
Planning 2.9.2024	√		√	A	√		√		A	√		√		LA		A
Town Council 2.9.2024	√	√	√	√	√	√	√	A	A	√	√	√	√	LA	A	A
Open Spaces 3.9.2024			A			√		A	A			X				
Planning 16.9.2024	A		√	√	A		A		√	X		√		LA		√
Policy & Resources 16.9.2024		A	√	√		√	√	A		X	√	√			A	

√ - indicates attendance, A – Apologies, X – Absent. LA indicates approved Leave of Absence. Grey cell indicates that the Councillor is not a Member of that Committee.

Town Council Agenda - 3rd February 2025
Members' Attendance at Meetings – 2024 - 2025

Meeting and Date	E. Adelaja	L. Barlow	P. Barlow	J.C. Coleman	J.M. Coleman	B. Fleet	L. Headley	P. Heath	T. Hewitt	J. Martin	R. Playle	R. Ramage	J. Robertson	A. Sloma	B. Taylor	E. Williams
Extraordinary TC 30.9.2024	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	A	✓	LA	✓	✓
Town Council 30.9.2024	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	A	✓	LA	✓	✓
Planning 7.10.2024	✓		✓	✓	A		✓		LA	✓		✓		LA		X
Planning 14.10.2024	✓		✓	✓	A		✓		LA	✓		X		LA		✓
Environment 14.10.2024	X			✓	A	✓			LA	✓		X	✓	LA	X	
Planning 29.10.2024	✓		✓	✓	✓		✓		LA	X		✓		LA		✓
Town Council 29.10.2024	✓	✓	✓	✓	✓	A	✓	✓	LA	A	✓	X	✓	LA	✓	✓
Planning 11.11.2024	✓		✓	✓	A		✓		LA	A		✓		LA		X
Community 11.11.2024	X	✓		✓		A	✓	✓			✓	✓	✓			X
Planning 25.11.2024	A		✓	✓	A		A		LA	A		✓		LA		✓
Town Council 25.11.2024	A	✓	✓	✓	A	✓	A	A	LA	A	✓	✓	✓	LA	A	✓
Open Spaces 3.12.2024			A			✓		✓	LA			A		LA		
Planning 10.12.24	x		✓	✓	✓		✓		LA	✓	✓	✓	✓	LA		✓
Policy & Resources 10.12.2024		✓	✓	✓		✓	✓	A	LA	✓	✓	✓		LA	✓	
Estimates 17.12.2024	A	✓	✓			✓		✓	LA	A				LA		
Planning 7.1.2025	✓		✓	✓	✓		✓			✓	✓	✓	✓			✓
Town Council 7.1.2025	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓
Planning 20.1.2025	A		✓	✓	✓		✓			✓	A	✓	✓			A
Environment 20.1.2025	A		✓	✓	✓	✓	✓			✓		✓	✓		A	
Percentage Attendance	22/ 35 63 %	15/ 17 88 %	30/ 34 88 %	28/ 36 77 %	18/ 31 58 %	16/ 23 69 %	29/ 33 88 %	13/ 20 65 %		23/ 34 67 %	13/ 19 68 %	23/ 39 59 %	16/ 16 100 %		10/ 16 62 %	17/ 31 55 %
Back to Agenda																

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