



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

AGENDA
Zoom Meeting ID 891 4172 5444
Password 222789

Meeting of: **Town Council**

Date: **Monday, 6th July 2020** Time: **7.00 p.m.**

Place: **Town Hall, 61 Newland Street, Witham.**

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	Mrs	S.C.	Lager	(Town Mayor)
			R.P.	Ramage	(Deputy Town Mayor)
		Mrs	S.	Ager	
			K.L.	Atwill	
			P.R.	Barlow	
			J.C.	Bayford	
			J.C.	Goodman	
			S.E.	Hicks	
		Miss	C.	Jay	
		Mrs	A.	Kilmartin	
			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 2nd June 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. TOWN CLERK'S REPORT

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

6. ESSEX COUNTY AND BRAINTREE DISTRICT COUNCIL UPDATE

To receive any reports from Essex County and Braintree District Councillors on matters relating to Witham ([attached](#) at page 4).

7. COMMITTEE MEMBERSHIP

- (i) To agree that Councillor Mrs S. Ager resigns as a Member of the Planning Applications and Transport Committee and be appointed as a Member of the Community Committee; and Councillor K.L. Atwill resigns as a Member of the Community Committee and be appointed as a Member of the Planning Applications and Transport Committee.
- (ii) To agree, following the resignation of Councillor T.A. Pleasance as Chairman of the Environment Committee, that Councillor J.C. Goodman be appointed as Chairman of the Environment Committee and Councillor K.L. Atwill as Vice-Chairman.
- (iii) To agree to replace Councillor T.A. Pleasance with Councillor J.C. Goodman on the Estimates Sub-Committee.

8. DELEGATED DECISIONS

To receive the delegated decisions from 26th May to 22nd June 2020 ([attached](#) at page 5).

9. WHETMEAD IMPROVEMENTS

To receive a report from Councillor M.C.M. Lager requesting for improvements to be made to the entrance to Whetmead ([attached](#) at page 6).

10. LGBTQ+ AMBASSADOR

To receive from Councillor Miss C. Jay a copy letter from Stephen Morgan, MP regarding the Reformation of the Gender Recognition Act ([attached](#) at page 7).

11. FERN HOUSE SURGERY

To receive a grant aid request from Fern House Surgery ([attached](#) at page 10 – Minute 127 of Town Council 2nd June 2020 refers).

12. NITROUS OXIDE USE

Following a complaint from a resident, Councillor Miss C. Jay has asked the Town Council to consider writing to Priti Patel, MP regarding the misuse of Nitrous Oxide.

13. HIGHFIELDS ROAD

To receive a request for better signage at the one way section of Highfields Road ([attached](#) at page 18).

14. SOCIAL MEDIA

To receive and approve the Draft Social Media policy ([attached](#) at page 19).

15. PROJECT MANAGEMENT

To receive a recommendation from the Chairman of the Policy and Resources Committee to adopt the new 'Uniform Project Management Process' ([attached](#) at page 21).

16. QUALITY COUNCIL STATUS

To receive the draft statements for endorsement by Town Council –

- Governance Statement
- Community Statement
- Development Statement

and then to formally agree to apply for Quality Gold Status for the Council ([attached](#) at page 24).

17. RAINBOWS

To receive a suggestion that the rainbows painted by the children be collated into a public record as part of Witham's history during the pandemic ([attached](#) at page 27).

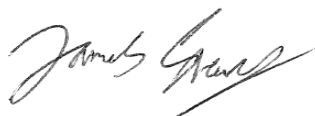
18. AMENITY LAND OWNED BY GREENFIELDS

To consider proposals to amenity land owned by Greenfields –

- (a) Proposed Community Orchard off Spa Road (report [attached](#) at page 28)
- (b) Area by the Ephemeral Pond in Forest Road.

19. BLACKWATER RAIL TRAIL

To receive a report from Councillor M.C.M. Lager ([attached](#) at page 29).



James Sheehy
Town Clerk

JS/GK/30.6.2020

Agenda Item 6

Report from Councillor James Abbott

The Braintree LHP met on 25th June. All Witham schemes are still on the lists but we have now run out of budget for 20/21 and resources have been diverted to the Covid-19 recovery work in main town centres. I have been in dialogue with the Highways Cabinet Member at ECC and with colleagues at BDC about how we can better secure investment in sustainable modes and local highway safety schemes in order to help with the recovery work more widely in Essex. This to include new cycleway and walking routes which as well as supporting distancing, could deliver modal shift at a time when many people (who are able to) wish to cycle and walk more.

Government funding to move the A12 further east to the north of Kelvedon has been withdrawn following the second rejection of the joint NEAs Garden Communities Local Plan by the Inspector. The work to improve the A12 between Chelmsford and Kelvedon South should not be affected by this though as that section is at Preferred Route stage.

I have continued to ask ECC to carry out basic maintenance work on several roads and footways in Witham which for some reason has not been done despite other work being done close by. In particular I am pressing for the very poor road surface to be repaired at the junction of The Grove/Newland Street/The Avenue.

I have as in previous years asked ECC to carry out Ranger work trimming areas of trees and hedges which every year in Witham overgrow footways. Some has been completed, some still to do.

I asked ECC to urgently inspect the (unfortunately) dying tree on The Grove opposite Foster Court and they have today agreed that it needs to be felled.

The Member-led footway and verge programme (we were asked to choose 7 schemes each) was a disappointment in terms of delivery. However I have been assured that the resurfacing of sections of footway in Chipping Hill will still be done despite falling into the next (current) financial year. A closure notice recently issued for dates in August suggests that is the same scheme though I have not yet been notified of such.

Libraries are being re-opened on a phased basis.

The Environment Agency has confirmed the Permit to operate the Rivenhall Airfield waste incinerator with a stack height of 35 metres, instead of the previously agreed height of 58 metres and despite the EA having previously refused a 35m Permit. Consideration is being made at several levels of what options there may be for challenging this decision.

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Agenda Item 8

PLANNING COMMITTEE	8.6.2020	19/02226/FUL - Cressing Farm, Witham Road, Cressing - To recommend approval
PLANNING COMMITTEE	8.6.2020	20/00656/FUL & 20/00657/ADV - 137 Newland Street, Witham, Essex - recommends no objection subject to the the advice of the Historic Buildings Officer with regard to the trough lighting in accordance with ADM64/RLP108 and ADM65/RLP109.
PLANNING COMMITTEE	8.6.2020	20/00453/HH - 21 Ashby Road, Witham, Essex - recommends refusal on the grounds of adverse impact on the street scene contrary to ADM9/RLP17.
PLANNING COMMITTEE	8.6.2020	20/00114/TPO - 24 Avenue Road, Witham, Essex - recommends no objection subject to the advice of the District Council's Landscape Officer.
PLANNING COMMITTEE	8.6.2020	20/00804/HH - 84 Maldon Road, Witham, Essex - raises no objection
PLANNING COMMITTEE	8.6.2020	20/00742/HH - 44 Highfields Road, Witham, Essex - raises no objection
PLANNING COMMITTEE	8.6.2020	Revised Plan -20/00146/FUL - Land Rear Of, 59 Bridge Street, Witham - The proposal for one dwelling on the original footprint does not resolve the issues raised in relation to over-massing of the site. The Chairman therefore recommends refusal on the grounds of over-massing of the site and poor access contrary to ADM2/RLP2. It is noted that all the trees on the site are proposed to be removed and should the application be granted suitable replacement trees should be planted.
ENVIRONMENT COMMITTEE	15.06.2020	To approve the proposed line markings for Lawn Chase. General consensus received from members.
COMMUNITY COMMITTEE	8.6.2020	Authorised to purchase a Data Sim to allow the Community Specials to view CCTV footage on the tablet donated by Link.
COMMUNITY COMMITTEE	8.6.2020	Authorised to change Christmas Lights supplier to LITE and to choose Option 1 which will allow the introduction of a new streamlined remote switch on for the Christmas event with the wi-fi receivers and have additional lighting and decoration to make WTC Christmas tree look much more impressive.
PLANNING COMMITTEE	22.6.2020	20/00842 - 20 Laburnum Way - recommends no objection
PLANNING COMMITTEE	22.6.2020	20/00856/HH - 9 Braintree Road - recommends no objection
PLANNING COMMITTEE	22.6.2020	20/00807/FUL - 1 Olivers Cottages, Maldon Road - recommends refusal on the grounds that the dormer window is out of keeping in the street scene
PLANNING COMMITTEE	22.6.2020	20/00808/FUL - 111 - 115 Newland Street - recommends refusal on the grounds of over development, lack of parking provision for the houses in line with Essex Parking Standards, lack of amenity space and the use of inappropriate materials in a Conservation Area.
PLANNING COMMITTEE	22.6.2020	20/00128/TPOCON - 2 The Paddocks - recommends no objection subject to a suitable tree being planted this coming autumn/winter, and the advice of the District Council's Landscape Officer
PLANNING COMMITTEE	22.6.2020	20/00135/TPOCON - 43 Collingwood Road - recommends no objection subject to the advice of the District Council's Landscape Officer
PLANNING COMMITTEE	22.6.2020	20/00132/TPOCON - 52 Avenue Road - recommends no objection subject to the advice of the District Council's Landscape Officer
PLANNING COMMITTEE	22.6.2020	Meeting with Greater Anglia to thank them for listening to WTC and residents' concerns, thank MP for interest and support, continue liaison with GA, Environment Committee asked to look into a related connecting cycle route through the town, ask Essex Highways to consider the routing of traffic to and from the station, particularly at the junction of Station Road and Avenue Road and Easton Road with the B1018.
POLICY & RESOURCES COMMITTEE	22.6.2020	Financial Reconciliation to 30th April 2020 received and agreed
POLICY & RESOURCES COMMITTEE	22.6.2020	Schedule of Receipts and Payment to 30th April received and agreed
POLICY & RESOURCES COMMITTEE	22.6.2020	Budget statements and earmarked reserves to 30th April 2020 received and agreed
POLICY & RESOURCES COMMITTEE	22.6.2020	Project Management to be referred to Town Council
POLICY & RESOURCES COMMITTEE	22.6.2020	Quality Gold Status to be referred to Town Council
POLICY & RESOURCES COMMITTEE	22.6.2020	Neighbourhood Plan would be managed and included in the Planning Applications and Transport Committee Business Plan
POLICY & RESOURCES COMMITTEE	22.6.2020	Policy Review Programme would be reviewed by the Town Clerk and brought back to Committee
POLICY & RESOURCES COMMITTEE	22.6.2020	Social Media policy would be taken to Town Council for adoption
POLICY & RESOURCES COMMITTEE	22.6.2020	Campaign to Protect Rural England - Town Council membership would be renewed.

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Agenda Item 9

Whetmead – access

The issue:

Awareness of Whetmead and what it offers could be higher, although recently perhaps due to the lockdown there have been more visitors. The access via Blackwater Lane has historically been a deterrence, with local guard-dogs, although secure, causing anxiety. The Lane is a concrete road believed to belong to Braintree District Council, providing access to a small encampment, the Anglian Water sewage works and Whetmead via a bridge under the A12 (the only other access is using a public footpath through Benton Hall to Blue Mills). The roadway is unkempt and partly obstructed by fairground equipment near the access from the northern section of the Blackwater Trail along the former railway line.

Few councils can offer a local nature reserve, moreover one which the Council intends to link to the existing River Walk across Maldon Road at the Sauls Bridge (itself of historical interest). A few changes could increase the value of this amenity to the town's residents and visitors.

Proposals:

1. Establish ownership and maintenance responsibility of Blackwater Lane by Land Registry searches and enquiries of Braintree DC; once established, seek clearance of obstructions and removal of refuse and litter both now and in the future;
2. Erect appropriate signage at junction with Maldon Road (subject to obtaining permissions) to welcome use of Whetmead and explain its location and access;
3. Repair or replace gate beyond Anglian Water entrance, erect information board, repaint road marking to deter parking in front of the gate;
4. Clean up pathway under A12 and clear away some of the overgrowth to make the access more welcoming.

Recommendation:

Authorise officers to make enquiries, determine an appropriate budget for this work and its funding, invite tenders or other make other arrangements to carry it out, and report to the next available Committee meeting.

MCML/10.6.20

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Cross-Party LGBT+ Group Statement on Trans Equality

We write together as representatives of the LGBT+ Groups of seven political parties represented in Westminster. We stand together in our opposition to any proposal to place unnecessary restrictions on trans people, hindering their ability to live freely and without fear.

It's now nearly two years since Theresa May launched the LGBT Action Plan. There was an acknowledgement that trans people faced indignities and prejudice. We all welcomed efforts to reform the Gender Recognition Act (GRA), to remove the current costly, overcomplicated and bureaucratic process and move towards a self-declaration process - which is used, without issue, in eight countries across the world, including the Republic of Ireland.

As well as waiting for a year for the Government's consultation to be launched, it has now been over 18 months when there has been no response from the Government. These delays have meant trans people have had to face abuse and continuous scaremongering and vilification in the media.

If recent reports in the media are correct regarding the Government's plans for trans rights in the UK we will condemn their actions, and work cross-party in the interests of making the lives of trans people across the UK better. We are deeply alarmed that the government may be looking at restricting access to trans healthcare for young people or excluding people from the changing rooms and bathrooms of the gender with which they identify.

The proposed measures are of deep concern. We believe they would lead to the inappropriate policing of gender in single-sex spaces such as bathrooms, additional mental health needs amongst those who were unable to transition, and breed a culture of mistrust and aggression towards trans people and others who don't meet society's gender expectations.

Finally, we wish to register our concern about the Government's recent statements on trans children and young people. This contrasts to the Minister's statement that all trans adults should be "free to live their lives as they wish without fear of persecution". Young people's healthcare should be guided by evidence, best practice and Gillick competence. Right now practitioners in the NHS and decades of research back the current approach to supporting trans people.

We stand united across parties in our firm support for our trans siblings. The last time that the UK moved backwards on LGBT+ equality was in 1988 with the introduction of “Section 28”, which left a whole generation of LGBT+ young people without an education that recognised them. A rollback on trans rights risks repeating past mistakes.

We urge the Minister for Women and Equalities to:

- Meet with the representatives of this broad political coalition to hear our position on trans equality
- Rule out any revisions to the Equality Act 2010 or any restrictions on trans young people’s access to healthcare
- Publish a timeline for legislation for meaningful reform of the GRA in line with recommendations of the Women and Equalities Select Committee inquiry and the results of the Government’s consultation.

Signed:

Alliance Party LGBT+

LGBT+ Conservatives

LGBT+ Labour

LGBT+ Liberal Democrats

LGBTIQA+ Greens

Out for Independence

Plaid Pride – Mudiad Balchder



Rt Hon Elizabeth Truss MP
Minister for Women and Equalities
Sanctuary Buildings
16-20 Great Smith Street
London SW1P 3BT

17 June 2020

Dear Minister,

Reforming the Gender Recognition Act

I had hoped to raise with you, during departmental questions in the House today, recent press reports that the Government is planning to scrap reforms to the Gender Recognition Act (GRA). Constituents of mine are concerned these unconfirmed developments will be detrimental to trans people; views I share.

It is deeply concerning that Government may be considering rowing back on its plans to simplify the process of changing an individual's legal gender and extending that right to non-binary people and 'new protections' that will result in transgender women being banned from women's spaces. These new proposals, if true, could halt the positive progress made for transgender rights, and may be at odds with Equality Act 2010.

Stonewall has found that 41% of trans men and trans women said that they had experienced a hate crime or incident because of their gender identity. Your department's own national survey found that 67% of trans respondents said they had avoided being open about their gender identity for fear of negative reaction from others.

With the GRA, there is a real opportunity to tackle these issues and make further strides towards equality. For many, reform is personal and emotional. Important change should not be undertaken by the leaking of review recommendations.

Therefore, to assure my constituents and ensure rights are protected, on what date will the Government finally publish its long-delayed response to the public consultation, and will you, as the Minister responsible, commit to updating the GRA and upholding the Equality Act?

I look forward to your swift response.

A handwritten signature in blue ink that reads "Stephen Morgan".

Stephen Morgan MP

Member of Parliament for Portsmouth South | Shadow Minister for the Armed Forces

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Agenda Item 11

Witham Town Council



GRANTS SCHEME APPLICATION FORM

Please read the guidance notes thoroughly before completing this form. Questions should be answered as fully as possible. Please do not leave boxes blank – state ‘not applicable’ if a particular question is not relevant to your organisation or project. You are welcome to provide documentary evidence to support your application, but *please do not* use it in place of answering a question (e.g. **do not** write ‘see attached annual report’). Incomplete application forms will be returned to the applicant for amendment and resubmission. Please write clearly in black ink or type and continue onto separate pages where necessary. A copy of this form is available on e-mail or in large print upon request. If you require assistance in completing this form please contact the Town Council.

SECTION ONE – YOUR ORGANISATION

a. Full Name of Organisation: Community360
b. Contact Name: Caroline Burrows-Wren
c. Position held within organisation:
d. Correspondence address: Community360 – Winsley’s House – High Street – Colchester – CO1 1UG
e. Daytime telephone number: 01206 505250 or 07887504427
f. Does your organisation own/lease/rent premises in Witham: <input checked="" type="checkbox"/>/NO If yes, please give the address (if different to that stated above)

<p>g. Is your organisation liable to pay rates of the premises:</p> <p>If yes, please state your rate reference number and Annual liability after rebates (this can be found on your rates bill or statement).</p>	<p>N/A</p>	<p>YES/NO</p>												
<p style="text-align: right;">Reference No.:</p> <p style="text-align: right;">Annual Liability:</p>														
<p>h. Has your organisation applied for a grant from the Council in the past?</p> <p>If yes, please give details below</p>		<p>█/NO</p>												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Date</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Project Details</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Grant Awarded?</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">YES/NO</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">YES/NO</td> <td></td> </tr> </tbody> </table>	<u>Date</u>	<u>Project Details</u>	<u>Grant Awarded?</u>	<u>Amount</u>			YES/NO				YES/NO			
<u>Date</u>	<u>Project Details</u>	<u>Grant Awarded?</u>	<u>Amount</u>											
		YES/NO												
		YES/NO												
<p>i. Is your organisation a registered Charity?</p> <p>If yes, please state registration number: 1092567</p>		<p>YES/█</p>												
<p>j. When was your organisation set up? 1970</p>														
<p>k. Please state the nature of your organisation (please tick any boxes which apply)</p> <p> <input checked="" type="checkbox"/> Voluntary Organisation <input checked="" type="checkbox"/> Not for Profit Organisation <input type="checkbox"/> Welfare Organisation <input type="checkbox"/> Sports Organisation <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Social Organisation <input type="checkbox"/> Other (please specify) </p>														
<p>l. Please describe the main activities of your group and the services you provide.</p> <p>Community360 is an independent charity that aims to inspire and enable social action to improve people's quality of life. We have a strong track record of bringing people together, developing innovative approaches, and of delivering improved outcomes. Our vision is for a more equal society. Our ambition is to use our efforts and influence to reduce inequalities and increase opportunities. The values by which we work are:</p> <ul style="list-style-type: none"> • Leadership: we seek to provide passionate, intelligent leadership for our communities • Collaboration: we maximise our impact by building partnerships to work with communities • Honesty: we maintain a reputation for integrity and trust • Creativity: we are open-minded, we challenge how things are done and develop new approaches 														

- **Inclusiveness:** we seek to involve everyone, are friendly and caring
 - **Excellence:** we value quality in everything we do
- Our strategic ambitions for 2020-23 are to:
- Enable** – to support and empower social action
 - Connect** – to identify need and develop new approaches
 - Support** – to improve the quality of people’s lives directly
 - Thrive** – to ensure the sustainability of our work

Outcomes are achieved through several projects, including an experienced **Community Development Team** and **Community Accounts Service**. C360 lead on many community volunteering programmes, involving c400 volunteers through our Time Bank and Volunteer Centre projects. We also support over 300 community groups a year to access funding, embed good financial practices, recruit their own volunteers, plan and train, as well as network and promote what they do. We manage programmes that provide fundamental, practical support to the community. Our **Community Transport** scheme facilitate over 50,000 trips each year and we hire out scooters and wheelchairs 5 days a week. Our organisation is constantly evolving, anticipating opportunities in our community and seeking to maximise the impact that we can all have to make our vision a reality.

If you are starting a new group, please detail the services you intend to provide, and how you have established that there is a need for these activities.

NA

m. How many people are involved in running your group?

7 Committee Members 60. Paid Staff 250. Volunteers

n. How do people join your group and access your services?

Community360 has a strong committed team of Community Engagement Officers who help build relationships and connect partners, service providers and businesses with people in the community. Working with Vulnerable groups to address social isolation, mental health issues, deprivation and to support the sustainability of providing services that address needs.

<https://www.community360.org.uk/about/who-we-are/>

o. How do you publicise the services you offer?

We have a social media presence, a community Hub in Colchester and a Volunteer Centre at Braintree Library in the heart of the Town.

Community360 is very active in hosting a variety of public events and supporting Community Wellbeing initiatives and projects in the whole of the Braintree Districts that includes Halstead and Witham.

The Feel Well Garden at Fern House Surgery is a project that provides a rest and recovery area needed by the NHS staff at the Surgery. This project is in the interest of the Key members of the very community we all support.

<https://www.community360.org.uk/community-development/>

SECTION TWO – YOUR APPLICATION

a. Please describe the project for which you are applying for funding:

The NHS Staff, Community Nurses and Key workers are in need of a specific clean happy and welcoming place to relax and enjoy the little down time they have. A space to be able to talk with colleagues and maybe seek peer support.

Currently the garden area being used is dry, unwelcoming, overgrown in some areas with lvy and is much neglected, despite the teams trying to tackle the garden during their breaks, which is not practical or sustainable, as they should be resting.

b. What is the total project cost? (please specify what the funds will be used for where possible)

£2,600.00

c. How much has been raised so far? This should normally constitute at least 25% of the total project cost. (Please provide full details below, including the estimated value of any non-cash donations).

All C360 Volunteers have received safeguarding training and have a new DBS which has been financed by C360 – Community360 will also provide the Administrator/Co-ordinator for this project. Community360 will provide a holding account for the funding which will be handled by our accounts department. – The Labour of the hand crafted Bench

d. Please state the total amount of grant required from Witham Town Council (maximum 50% of the total project cost).

£300.00

Please provide a complete breakdown of how the grant applied for will be spent – use a separate sheet if necessary and provide copies of invoices/quotations to support your claim. Claims will not be considered unless a full breakdown is provided.

Below is a breakdown of the whole Project which has been worked out as averages and estimates as indicated – the Areas in Blue are relative to this application. It been indicated that plants, pots and some gardening tools will donated

Costings

- **Bench** £300 cost of quality materials (*Estimated by Carpenter*)
- Gardening Gloves for volunteers x12 - £24 (Actual)
- lawn mower £100 (Appx)
- Admin & Co-ordinator appx 60 hours @ £11.00 = £660.00 (Actual)

Volunteer Travel Return trip per Volunteer appx 20 miles @ 45p per mile = £9.00 (*Appx not all Volunteers will have 20 mile trip*)
 2 days per week per Volunteer = £18.00 x 12 Volunteers - £216.00
 Over 6 weeks - £1,296.00

Volunteer Parking

Average of £3.50 for 3 – 6 hours each day
 If we ask the Volunteers for a commitment of 6 hours per day twice a week maximum over the 6 week period = £504.00
 Total Budget = £2,584.00 - £2,600.00

- e. Please give details about how your organisation will obtain the balance of funding required for the project.

Application for funding from the Friends of Braintree Community Hospital to help cover the cost of the Volunteer Travel

- f. What is the anticipated start date of the project? (Or the actual start date if the project has already commenced).

Clearance of the area has begun – Volunteers have all undertaken safeguarding training and in possession of DBS as of May 2020 recruited by Community360. The Chair and John Woods of the Patient Group have already started.

- g. Please give the name of the project leader (the person responsible for overseeing the project) and describe how this person will manage the project.

Surgery Patients Group Members Marian Redding & John Woods working in Partnership with Community360 Caroline Burrows-Wren (Engagement Officer) and Tristan Easey (Acting Acting Deputy CEO)

Marian Redding & John Woods of the surgery will be on-site to manage and oversee the physical activities, they have already started the clearance of the garden. Photo Diary, reporting any issues and concerns, weekly progress to C360, Generating feedbacks from NHS staff and supporting C360 with Outcomes report.

Working in partnership with

Community360.

Caroline Burrows-Wren Engagement Officer will be responsible for co-ordinating the Volunteers, Communications between Surgery and C360 Community Accounts. Reporting and monitoring Liaising and reporting to Tristian Easey Acting Deputy CEO.

- h. Please give the names and addresses of two independent referees who will know of your group but are not members of the organisation and who will support your application

Councillor Susan Ager
Dr. Dr Ahmed Mayet Fern House Surgery

- i. Please describe the benefits offered to the community by the project for which you are applying for funding.

Supporting Health care workers at a time of crises. We are also empowering people to be part of a community project and demonstrating that Volunteers do make a difference. This project is in recognition of the commitment and sacrifices of the NHS staff

- j. Please describe how your project relates to the Council's priority funding areas (as detailed in the guidance notes sent to you with this form).

This is a projects for the wellbeing of NHS staff and key workers – with a long term view of this being an accessible respite area for members of the surgery.

- k. Please describe how progress on your project will be monitored, and how the benefits provided to the community by the project will be reported back to the Council.

The Team have started to keep a Photo Diary as a visual aid to monitor the progress and benefits of the project. We will use a feedback system with the Volunteers to assess how they have benefitted from the experience. Initial feedback from the NHS beneficiaries will be captured upon the official opening of *Fern House Feelwell Garden*. We will gather thoughts and feedback during they use of the garden, and after Lockdown we will gather further monitoring information. This project will create a legacy for the Surgery Staff. Snap shots from the Photo Diary will be shared as it becomes part of the history of Fern House Surgery.

- l. If a grant is offered to your organisation, to what name should any cheque be made payable to? **Community360**

This application has been authorised by Tristan Easey Acting Deputy CEO of Community360

A copy of your latest annual accounts (audited or certified by a suitably qualified person) and future budget predictions must be submitted with this form. If you are unable to supply these documents, please explain why below.

DECLARATION

I confirm that I am making this application on behalf of the aforementioned organisation, and that the information I have supplied is, to the best of my knowledge, true and correct. I will inform Witham Town Council as soon as possible if the information contained within this application changes in any way. I confirm that any funding offered will be used solely for the purposes specified in the application. I confirm that my organisation will comply with any terms and conditions imposed upon an award by Witham Town Council, and understand that repayment of a grant may be necessary if these conditions are not fulfilled.

Signed: __ Caroline Burrows-Wren Date: 1st June 2020

Please return the completed form to: The Town Clerk, The Town Hall, 61 Newland Street, Witham, Essex, CM8 2FE.





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Officer Report: Highfields Road

Issue:

The following request has been received from Councillor Mrs S. Ager –

May I propose that better signage is required to enforce the one-way part of Highfields Road, a TRO be sought for the entrance into Whiteways and better signage on the entrance off Powers Hall End stating one way only.

I think stopping the parking is essential as this will probably solve the majority of the problem.

Susan

Members will remember that there have been requests for parking restrictions before in this area. At the Environment Committee Meeting on 18th July 2016 a number of residents asked for restrictions and it was agreed that the residents would be assisted to prepare a case for parking restrictions (Minutes 23 and 24 refer). At Minute 70 of the Planning Applications and Transport Sub-Committee Meeting a Traffic Order Request form for Whiteways Court was received but Members were informed that residents were not in agreement with proposed parking restrictions and the Local Highways Panel had agreed to defer for further investigations.

Advice:

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Witham Town Council – Social Media Policy for Members and Officers

Guide to use of Social Media by Members and Officers

Policy Overview

This policy explains the way in which members and staff are advised to use their social media accounts to avoid legal and reputational risk to both themselves and the council.

Definitions

For the purpose of this policy, social media includes (but is not limited to) such websites as:

- Facebook
- Twitter
- LinkedIn
- YouTube
- Instagram
- Snapchat

For the purpose of this policy, media devices include:

- Mobile Phones
- Tablets
- Cameras
- Laptops
- Any other device capable of recording

Code of Conduct- Members

If acting in the capacity as a councillor rather than a member of the public, adherence to the Code of Conduct applies to online activities in the same way as with any other form of communication and members are still bound by the Nolan Principles.

If a member has an account where they comment as both a councillor and an individual it can be presumed that the views expressed are those of the council rather than the member personally when this may not be the case. It is suggested that members have two accounts, one for personal interaction and another to express their views as a councillor and to interact with members of the public.

If members are not commenting or posting in the official capacity as a member of the council they should refrain from using Councillor in

front of their name as this could be misinterpreted.

Relevant elements of the Members Code of Conduct are:

- You are a member or co-opted member of Witham Town Council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.
- You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Members must not disclose any confidential information on Social Media. The same standards must be upheld as when communicating in a more formal context.

Members must not issue statements or press releases on behalf of the council.

Code of Conduct-Officers

When representing the council officers must adhere to the staff Code of Conduct.

Officers should refrain from posting on behalf of the council unless from an official Witham



Town Council social media account and with express permission from the Town Clerk.

Although not mandatory it is suggested that officers do not advertise on social media their place of work so that personal opinions cannot be misinterpreted as those of the council.

Relevant elements of the Staff Code of Conduct are:

- Close personal familiarity between employee and individual Councillors can damage the relationship and prove embarrassing to other employees and councillors and should, therefore, be avoided.
- Employees should avoid doing anything which could reflect adversely on the Council.
- All information or knowledge obtained during the course of an employee's employment must be treated as confidential, unless and until it is formally made public.

Considerations for both Members and Officers

Whether posting from personal or official councillor social media accounts the following should be taken into consideration:

- Could the post bring the council into disrepute? Members and Officers should not publish anything that could reasonably be perceived as reflecting badly upon or lowering the reputation of themselves or the council.
- Compliance with equality laws. Do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti faith.
- Are there appropriate privacy settings in place for personal social media accounts?
- Even if a post is deleted it will likely have been read by others before it is removed and shared several times.
- Be aware that sharing someone else's post can be seen as agreeing or supporting the content or the person that originally posted.

- Be aware that publishing information obtained from a members' position on the council or through the work as an officer will make the individual posting seen to be a representative of the council.
- It is not appropriate for Members to request or accept a Council employee or contractor providing services to the council as a 'friend' on social media as this can suggest a personal relationship. Exceptions can be made when the relationship was formed prior to either the Member or Officer being elected to or employed by the council.
- Members should refrain from tagging council employees into posts on social media relating to council work as this identifies them as employees to members of the public. Councillors may publicise the work of the council as a whole but should not identify staff by name.

Legal Issues

- **Libel-** If a statement is posted online about a person which is both untrue and damaging to their reputation it could result in legal action being taken and damages awarded against the poster.
- **Copyright-** If images or text are posted without first obtaining permission this can result in a breach of copyright and again lead to legal action.
- **Data Protection-** Personal information about an individual should not be posted online without the express consent of that individual.
- **Bias and Predetermination-** If a member is involved in any decision making process they are expected to attend the committee or hearing prepared to listen to the views of others and weigh up all of the evidence. If a comment has already been made on social media then the member could be seen to have made a predetermination before the meeting and any vote they took part in could be challenged as unlawful.

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Uniform Project Management Process

Conducting project management in accordance with PRINCE2 Principles



Drafted: 15th June 2020

Policy & Resources Committee Endorsement: 22.6.2020

Council Approval: XX-XX-XXXX

Scope

This document sets out the Council's Uniform Project Management Process and should be read in conjunction with the Council's Business Planning Process, which sets out how the Council creates its Corporate Strategy.

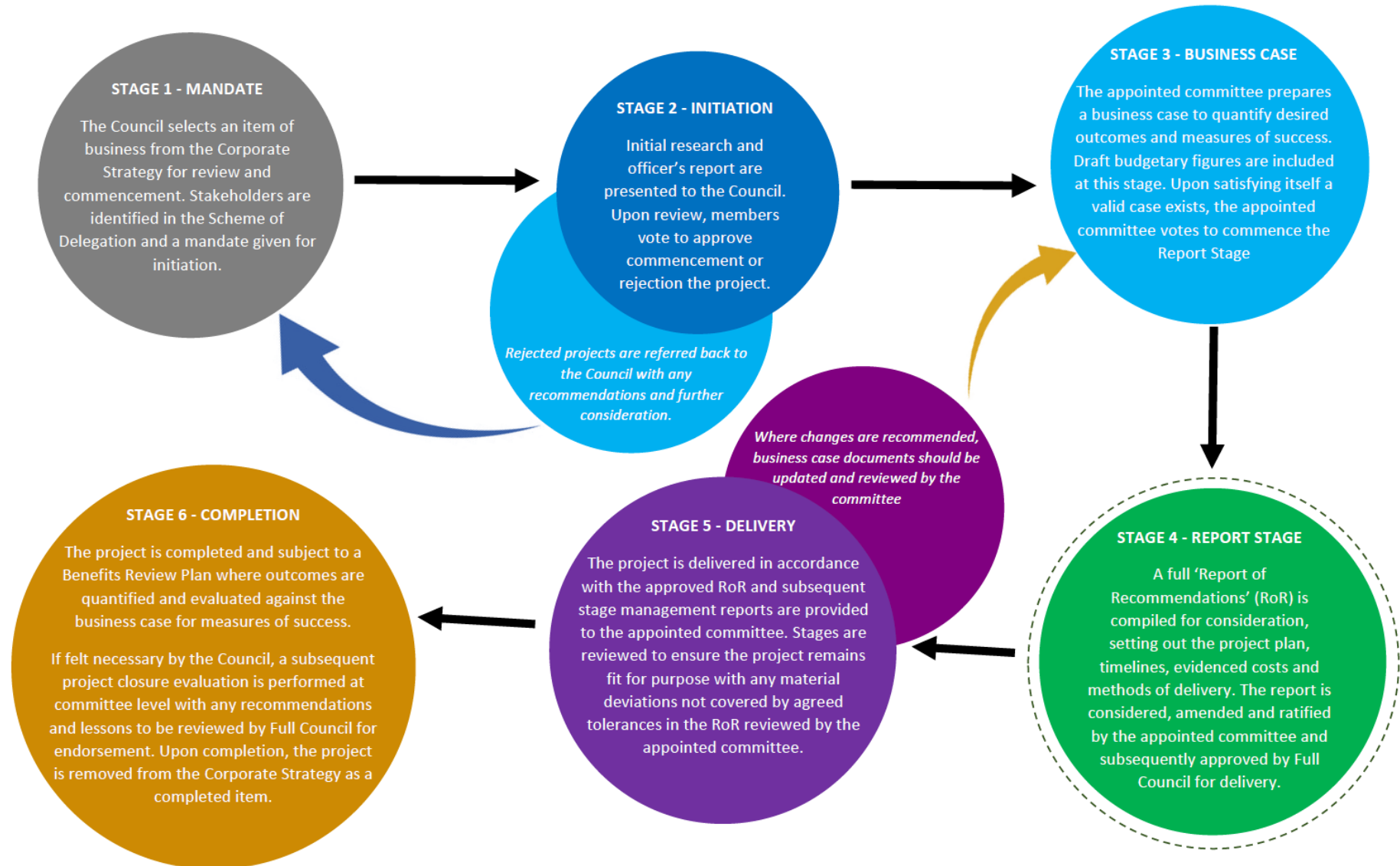
The Process

The Council sets out its ambitions and areas of focus as part of its corporate strategy, the first of which is due to be published for financial year 2021/2022. As part of the corporate strategy, each proposed area of focus should be reviewed by the Council and a decision made as to whether or not the item of business should be subject to the Uniform Project Management Process (UPMP). Examples of projects that would be subject to the UPMP include but are not limited to:

- All capital expenditure projects that are supported with a dedicated Earmarked Reserve.
- Multi-year projects that extend beyond a single financial period.
- Multi-faceted projects that possess more than one projected outcome.
- A project that is centred upon making permanent change to a system or process.

The process is designed around PRINCE2, the UK Cabinet Office approach to "Projects in Controlled Environments" and ensures that:

- Projects have clear aims and outcomes.
- Projects are regularly reviewed at key stages to ensure the 'business case' remains valid.
- Projects delivered are fit for purpose and obtain the best value for money.
- Every project is evidenced with an approved 'business case' by the Council which identifies risks, costs, tolerances and controls.
- That all projects are evaluated at key 'stage boundaries'.
- That ownership of projects are defined against the Council's Scheme of Delegation and key stakeholders are identified for inclusion in the Project Management Board.



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Governance Statement

Witham Town Council demonstrates good governance to the public at large by operating a culture of maximum possible transparency and accountability to both itself and the public. This statement sets out how the Council governs its affairs in a way that ensures nobody is left feeling unsure what their local council is doing.

Governance

The Council runs a rigorous system of internal control overseen by the Member led Financial Scrutiny Panel. The Council has committed itself to ensuring that governance is performed above the statutory minimum by subjecting itself to six monthly internal review. In addition, the Council plans its Corporate Strategy via a rigorous business planning process involving all key stakeholders. All business plans and draft budgets are examined in detail by the Estimates Sub-Committee whose purpose is to validate plans to ensure that the Council is allocating funds efficiently to the delivery of key projects.

Value for Money

The Policy & Resources Committee presides over a 'continuous improvement' approach to the management of fixed overheads and administration costs, maintaining a lean body of staff and exploring innovative ways to reduce bureaucracy to discharge new initiatives at minimal cost without compromising on desired outcomes. The Council operates a rigorous tender procedure and extended procurement process for contracts exceeding £25,000, whilst longstanding suppliers are subject to periodic benchmark to ensure they maintain competitive in rapidly evolving markets.

Best Practice in meeting duties in relation to bio-diversity, crime and disorder.

The Council is proud to have led the way in Essex Police Community Special Constable programme, being the first authority in Essex to achieve not just one warranted constable, but a team of four dedicated, warranted officers who have made an immensurable impact on crime and disorder over the past two years. Since the scheme's inception, special constables have moved on to become full time police constables, however through the Council's rigorous and fully funded recruitment campaign ran in partnership with Essex Police, new constables have replaced those which have moved on, meaning Witham Town Council has played its part to improve police numbers across the county as well as locally.

Witham Town Council is also the principal manager of key open spaces in Witham including a community woodland, local nature reserve and extensive River Walk that runs the entire length of the town and is known to all residents as the 'Jewel in the Crown'. Underpinned by ten-year management plans, the Council reaches out to the local community through its Open Spaces Management Sub-Committee to draw from local expertise and interest in open spaces, ensuring that the Council has genuine engagement from the public to help shape the spaces they care about the most. In preparing the 2nd generation River Walk Management Plan, the Council now intends to build upon its existing successes by achieving Green Flag Status. In addition to this ambition, the Council continues its work with the Essex Wildlife Trust on proactive management and improvement of the sensitive 'back channel' area, which provides safe habitat for endangered water voles.



Community Statement

Witham Town Council by definition is the ‘local’ authority, and the Council places this mentality at the very heart of its work, defending local interests and positively promoting strong community cohesion.

Engagement with the Community

Witham Town Council operates an open door policy for all public enquiries whether they be through correspondence, telephone calls or visits. The Town Hall acts as a principal anchor for the Newland Street Conservation Area and the Council has proudly ran the town’s Information Centre, one of the last information centres to remain open in Essex. Far from going out of fashion, a recent £24,000 redevelopment of the centre has helps diversify the space in accordance with consumer demand and footfall continues to grow as key services from free recycling and dog waste bags to providing an emergency safe space for those fleeing domestic abuse or suffering mental health crises.

The Council has also increased the number of public consultations it carries out on its business, asking itself at every turn whether a public consultation is necessary and adds value to any particular project. Recently, the Council has achieved a number of successful traffic regulation orders and changes to highways regulations through the power of public consultation. By evidencing clear support and demand for proposed schemes from local citizens, the Council has successfully achieved positive change by demonstrating to principal authorities that it acts as a conduit for local opinion. In addition to this, the Council runs six committees with non-council members who provide invaluable input into the Council’s work with an open door policy for those who are interested in getting involved on any committee open to the public. The Council now engages actively with the public via its growing social media presence including publishing all committee papers via its website and social media channels for maximum exposure of local issues taking place.

Leadership in Planning for the Future of the community

The Council has recently notified the Local Planning Authority of its intention to commence the Neighbourhood Plan process after the Planning Inspectorate rejected the LPA’s second attempt at adopting a local plan, which is now severely out of date. The Council believes that a Neighbourhood plan may now be the only way to protect the local community against speculative and irresponsible development and ensure that new development is of net benefit to Witham.

In addition, the Council is developing its own Prospectus for Devolution, a highly ambitious plan to return control of principal and key assets that were once ran under the auspices of the former Witham Urban District Council, dissolved in 1974. Respecting the longstanding local sentiment that Witham needs control of its own affairs, the Council is examining ways to centralise control of key local amenities with the Town Council for greater accountability and transparency and to relieve the burden of open space management from principal authorities who are under greater budgetary pressures and statutory requirements that are outside the scope of the Town Council. The business case being developed by the Council is broad in scope and ambitious in detail that upon its publication, the authority hopes to reignite the national argument for Localism & Devolution by making a case study example of Witham and the clear benefits to all tiers of local government in genuine engagement towards devolution in real terms. Leading the way on the Prospectus for Devolution, Witham Town Council intends to deliver a credible business plans to the door of the District & County Councils and galvanise public support for a fundamental change in local government organisation in Essex.



Witham Town Council understands that organisations that refuse to adapt are consigned to the past, and is leading the way on ensuring that Town & Parish Councils now only stay relevant, but increase their relevance in the 21st century. Through a considered programme of structured introspection and internal scrutiny, the Town Council is setting the foundations for considerable future development.

Development of Staff & Councillors.

Witham Town Council is working towards achieving the Investors in People accreditation, and a key business plan objective of the Policy & Resources Committees continues investment in Human Resources and member development. With an annual, considerable budgetary commitment to both internal and external training for officers and Members, the Council recognises the perpetual benefits of broadening skills and empowering itself to aim higher than ever before. Recently, the Council has established weekly question and answer sessions with clerks and Members for a free exchange of information followed by in-house training on a specified subject to help Members understand the myriad of duties, regulations and budgetary implications of projects. With further work being undertaken by the Council to formalise the member development programme into a structured CPD arrangement, the Council aspires to be leading the way on closer than ever officer and Member relations.

Managing the Performance of the Body Corporate

The Town Council has recently adopted its very own Uniform Project Management Process, designed in accordance with PRINCE2 principles. This allows the Council to manage more complex business than it previously could via improved stakeholder communication and engagement and clearer definitions of roles and stage-by-stage evaluation of a project's business case. The Council also performs extensive scrutiny of its balances, earmarked reserves and financial statements at each Policy & Resources Committee, analysing reasons for over and under-spending on particular budgets and making virements to free up funding for other projects that are progressing. The Council provides an annual report via The Voice newsletter to all local citizens and satellite settlements to ensure that the public are aware of the work the Council is performing.

Managing the Performance of individual staff members to achieve the business plan.

Management of staff performance is underpinned by the Annual Appraisal Process conducted by the Town Clerk and Staffing & Accommodation Sub-Committee. However, in addition to ensuring that every staff member's needs are met and are empowered to carry out their jobs effectively, staff work under a culture of 'collective responsibility' to deliver the Council's business aims. Each staff member understands how their role contributes to the bigger picture and subscribes to the philosophy that the whole is greater than the sum of its parts. To this end, the Town Clerk acts as the director and problem solver on a day-to-day basis whose principal job is to resolve administrative blockages and advise staff on appropriate courses of action when required. Underpinned by a Deputy & Assistant Clerk, a staff body of 13 employees work in three defined teams focussing on administration, community and operations. Staff are party to weekly team meetings and a monthly whole staff meeting to promote the free exchange of information, new ideas and re-cap decisions made by the Council at various committees. At the very heart of achieving the Council's business plans is a solid emphasis on porous communication between all officers. Whilst structure and chain of command is key to ensuring order is maintained, an open door policy of management and emphasis on an ability for staff to criticise managerial decisions without fear of repercussion is absolutely fundamental to the promotion of confidence in employees, which is reflected in growing efficiency for the delivery of complex projects entirely in-house. Within the staff body of the Town Council, nobody is out of bounds to anybody and information is freely shared in recognition that small office environments can easily sink under over-bearing organograms and "bunker" mentality.

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On my various walks around Witham there are a lot of Rainbows in windows. Can I ask if the town council have considered asking for people to send these or a photo to the council so that a collage(s) could be made and displayed in the town hall and other parts of the town with a suitable plaque as a reminder about this time. Otherwise I can see this part of history being lost.

I look forward to your response.

Regards

Andrew Rudd

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Report:

I walked the Humber Road Estate with Mark Garnham, Greenfields Estate Manager. It was an interesting experience and, as a result, Witham Town Council have been offered the opportunity to take part in a Community project on a piece of land to the rear of 15-22 Bure Avenue.

Mark suggested this could either be a shared project or, they may be prepared to gift this land to us. It is about 40 foot wide and 100 foot long and backs onto the Junior School near the Spa shops. He suggested it could be turned into a Community Orchard or something similar. I wondered about a sensory garden combined with a wildflower area. It has to be used as something that generates little or no noise as it is in close proximity to the houses.

I thought we should discuss this opportunity before we go any further with this proposal.

Cllr. Susan Ager

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1

Blackwater Rail Trail Transfer

Project Mandate

Providing the intent for this project

2 Introduction

(please provide a brief background to the project and objectives about what should be achieved and any interfaces that have been defined at this point. Also any constraints and restrictions expected. You can also list relevant other sources of info or existing relevant products).

Background:

The Trail runs along the former Witham-Maldon railway line from the Catholic Bridge to Blue Mills Hill, with a break where the line crosses the River Brain, between Blackwater Lane and Constance Close. It is currently used for exercise and enjoyment by town residents, and the northern section provides a link from the town centre to Whetmead, Witham Town Council's ("WTC") nature reserve beyond the A12.

The Trail is understood to be administered by Country Parks within ECC, but in fact little or no work has been undertaken for many years if at all and consequently the former railway fencing has disappeared and undergrowth has spread at random. WTC's ambitions are to own and manage locally more of the public open space in the town using the existing resource of skilled staff and equipment, supplemented by contractors where appropriate, the portfolio currently comprising James Cooke Wood, the River Walk, Whetmead and the closed All Saints Churchyard. The advantage to ECC in making the transfer is no longer to be accountable in any way for this piece of land.

Outcomes:

Ownership (freehold) will be vested in WTC, relieving EC of any interest or responsibility for the site.

Management and maintenance will be undertaken by WTC's experienced outdoor team. This includes handling public queries and complaints, public liability insurance, litter clearance including dog residues, servicing of trees and planting according to a management plan, signage, surface maintenance and discharging any other responsibilities including wild life protection.

WTC will consider a potential future use of a small area by Pasture Road for vehicle parking, currently in short supply near the town centre, subject to survey and planning.

WTC has an ambition to expand the town's cycling network, of which the Trail might form a significant part. The Trail can also be connected to Whetmead and the River Walk, greatly enlarging recreational opportunities for residents, and subject to resources with a bridge across the River Brain allowing a better link to the south of the town. At the moment these ambitions are frustrated by the separated ownerships.



Risks:

There is an application to reinstate the former Witham-Maldon railway, but while the advantages of this are clear, they may be limited in relation to its likely cost and use. Reinstatement would mean rebuilding several road and river bridges that have been demolished, and in particular the unique (and listed) timber bridges over the Blackwater near the former Wickham Bishops Station (now a private house). It would mean acquiring stretches that are now farmed or residentially occupied, and providing a new Maldon East Station. The Catholic bridge in Witham has been narrowed underneath for strengthening and the route has in part been crossed by the Maldon by-pass. In Witham the stretch between the Catholic Bridge and the station has been built on and is now part of the industrial estate. All this suggests that no early move is likely if such a scheme gets the go-ahead, and that any replacement route is unlikely to follow that of the Trail.

This map illustrates the location of the Trail:

3

4 Outline Business case

(please include the level of benefits expected and the tolerances expected for the project)

WTC anticipate delivering a worthwhile additional outdoor leisure experience for Witham residents and visitors complementing the existing offering. This can be expected to contribute to better health, physical and mental, although inherently incapable of objective measurement. As an unkempt and unmaintained area at present, the Trail once under WTC management will integrate well with neighbouring open space and continue to provide good sustainable access from housing to places of employment. WTC already enjoys a good reputation locally for its management of the River Walk in particular since takeover.

5 Interested parties

(please list the customer, user and any other interested parties. Also if you have a view on who the Project executive and Project Manager should be please include that here)

Those with interests in the Trail include: ECC, WTC, Witham & Countryside Society, local out/sports groups.

The transfer project will be managed by WTC using its own project management process based on Prince2 principles.

Responsible person & role	
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