



## **Tollesbury Parish Council**

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Tuesday, 6th February 2024, in The Pavilion, Tollesbury Recreation Ground, Elysian Gardens**, commencing at **7.30 pm**, to which members of the Council are summoned for the transaction of the under-mentioned business.

*M. Curtis*

Michelle Curtis – Clerk to the Council

30<sup>th</sup> January 2024

Councillors: S Plater (Chairman), S Hawes (Vice-Chairman), M Bell, R Clare, A Ferneyhough, P Gilbert, L Goldie, L Inwood, C Page, J Rogers, A St Joseph

### **THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND**

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted; however, the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

#### **1. Apologies for Absence**

To receive apologies for absence.

#### **2. Declaration of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)

#### **3. Public Forum**

Members of the public will be given an opportunity to put forward their question(s) or statements to the Council. The Chairman will, at his discretion, then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

#### **4. County Councillor and District Councillors**

To receive information from the County Councillor and District Councillors

5. **Minutes**  
To receive and approve the minutes of the Parish Council Meeting held on 16<sup>th</sup> January 2024
6. **Finance**
  - 6.1 To receive and approve the Monthly Financial Report as of 31<sup>st</sup> January 2024
  - 6.2 To receive and approve the payment schedule
7. **Tollesbury Climate Partnership (TCP)**
  - 7.1 To agree to the updated agreement for the use of the right-hand side of the small storage area in the Pavilion
  - 7.2 To consider an email from TCP suggesting a public meeting
  - 7.3 To consider an email from TCP regarding a water fountain/bottle filling station
  - 7.4 To consider an email from TCP regarding tree planting
8. **Recreation Ground**
  - 8.1 To receive a verbal report from the Recreation Ground Committee
  - 8.2 To receive the Monthly Inspection Report
9. **Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**
  - 9.1 To receive the draft minutes of the Environment and Amenity Committee meeting held on 23<sup>rd</sup> January 2024
  - 9.2 To consider the proposal from the Environment and Amenity Committee to purchase a replacement bench for Woodrolfe Green
10. **Woodrolfe Hard**
  - 10.1 To receive a verbal report from the Woodrolfe Hard Committee
11. **Woodup Pool**
  - 11.1 To receive a verbal report from the Woodup Pool Committee
12. **Memorial Bench Policy**  
To adopt the Memorial Bench Policy V1.0 as proposed by the Environment & Amenity Committee
13. **Litter/Sweep Contract – Amenity Inspector**  
To consider the proposal from the Environment & Amenity Committee to combine the proposed Amenity Inspector position with the Litter/Sweep Contract
14. **Website/Email Addresses**
  - 14.1 To receive a verbal update on meeting with Phelan Barker regarding the Parish Council's website and email addresses
  - 14.2 To consider a quotation from Phelan Barker for various updates to the Parish Council website
15. **Maldon District Council**  
To receive an email from Matthew Winslow at Maldon District Council in response to the letter sent to Richard Holmes

**16. South Essex Parking Partnership (SEPP)**

To approve the application to SEPP for an assessment for parking on West Street between Palmers Garage and North Road

**17. Police/Community Protection Officers (CPO)**

**17.1** To receive the Police Reports (confidential) and discuss policing matters within the village to report back to Essex Police

**17.2** To receive the CPO Report for December 2023

**18. Administration**

To receive information from the Clerk – update on current and ongoing matters

**19. Community Matters**

To receive information only or note future agenda items

**20. Dates of the Next Meetings**

Tuesday 20<sup>th</sup> February 2024 - Full Council Meeting – 7.30pm – Pavilion

Monday 26<sup>th</sup> February 2024 – Woodup Pool Committee – This meeting has been re-arranged and will now be held on Monday 18<sup>th</sup> March 2024 - 7.00pm - Pavilion

Tuesday 5<sup>th</sup> March 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 12<sup>th</sup> March 2024 – Finance Committee – 7.30pm – Pavilion

Tuesday 19<sup>th</sup> March 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 19<sup>th</sup> March 2024 – Recreation Ground Committee – To be rescheduled

If you would like an item on the agenda at any Parish Council or Committee Meeting, you should write your request to the Parish Clerk at least a week before the meeting.

**Clerk:** Michelle Curtis

**Address:** PO Box 13205, Maldon, Essex CM9 9FU

**Telephone:** 01621 869039 **Email:** [clerk@tollesburyparishcouncil.gov.uk](mailto:clerk@tollesburyparishcouncil.gov.uk)



**TOLLESBURY**  
PARISH  
COUNCIL

## **RENTAL AGREEMENT**

### **Rental Agreement**

Between Tollesbury Parish Council (TPC) and Tollesbury Climate Partnership Limited (TCP)

TPC offers TCP the use of the right-hand end of the small storage section in the brick store near the Pavilion on the Recreation Ground in exchange for a peppercorn rent of £1 per year.

TPC undertakes to keep the store in good repair and provide TCP with a key for unhindered access.

TCP will store "A" boards, signs, other display materials and equipment relating to their activities as set out in their objectives. They will not store perishable or dangerous materials and will keep their part of the store tidy.

TCP may erect shelving, but this will be free-standing and not fixed to the store structure.

TCP to advise the Parish Clerk of the TCP keyholder.

TCP will be responsible for any associated costs should the key be lost.

TCP undertakes to report and make good any material internal damage caused to the store structure and/or the TPC property that is held there.

This agreement may be terminated by either party with one month's notice and is subject to review on the annual anniversary of signing.

Signed on behalf of TPC

Sign ..... Dated .....

Name .....

Signed on behalf of TCP

Sign ..... Dated.....

(Director) Name .....

**From:** Phil Manning [REDACTED] >  
**To:** Tollesbury pc <tollesburypc@btinternet.com>  
**CC:** 'TCP.coord' <tcp.coord@groups.outlook.com>  
**Date:** Jan 23, 2024 9:12:12 PM  
**Subject:** Remember Prof Jules Pretty and his Thirty for 30?

Hi Michelle

TPC very kindly laid on this event for the village back in August 2022

It was well supported and informative.

In early October 2023 I attended, by YouTube, the "Hot Debate 7" organised by Essex Climate.

A few days later I attended a talk by David Fell in the completely stuffed Cygnet Room in Maldon.

- It was promoted as being about behavioural change but, in the event, he concentrated on graph after graph, (all from robust institutions such as the UN), demonstrating the frightening reality of where we are. At question time I pointed out that he never did get on to behavioural change and that, in any case, TCP at least is finding that whatever steps we take in a forward direction are more than annulled by a government going backwards on climate. That elicited a great deal of applause but it also resulted in David Fell saying that he believes the time has come for action. He did not think people would change behaviour whilst the government wipes out all the good their changes make. Writing letters, confronting those in control, etc. etc. was the way forward. (Seem to remember hearing that at a TCP meeting!). He did not condone the "Stop Oil" campaign but quite understood the frustrations leading to it.

3 observations/feelings arose from these 3 events:

- 1 Prof Pretty seemed to me to be a bit complacent about the climate situation and how it may be solved.
- 2 The questions from the floor of the Hot Debate to the politicians and "experts" on the podium made it very clear that most people agree with me that complacency abounds in high places.
- 3 TCP is not "getting through" to Tollesbury.
  - We have had some nice, well- supported events and done great stuff which helps, a bit. But, we are not seeing much behaviour change and 3 key energy group schemes, LAD2, Industrial solar, and residential solar, have been thwarted, at least temporarily.
    - (this is not the place for the detail - and we are on the case with a key meeting on the 31st).

Immediately after the talk David Fell wrote to me offering to come and speak in Tollesbury. We had originally thought that we might have him speak at our AGM but have decided against that on grounds of venue and the "turn-off" that talk of an AGM inspires. I have suggested, and the Co-ordinating group agree, that it would make more sense if it were a Parish Council event like Prof Pretty's.

TCP could, if helpful, do the sorting out of dates, venue and the publicity, and TPC would be providing a sort of natural follow on event to the Prof Pretty one which we think the village would appreciate.

Please let us know your thoughts.

Many thanks

Phil

on behalf of TCP

**From:** Phil Manning [REDACTED]  
**To:** Tollesbury pc <tollesburypc@btinternet.com>  
**Date:** Jan 23, 2024 8:29:12 PM  
**Subject:** **Water fountain/bottle filling station**

Hi Michelle

TCP is investigating the installation of a water fountain cum bottle filling station in a bid to reduce the amount of plastic waste and sugary drinks consumption.

There is funding available but we would have to get our bid in next month.

There are a surprising number of factors to consider such as footfall, need, accessibility, water supply, vandalism, maintenance, water company approval, your approval, etc etc.

One potential site might be on the wall of the loo block on the green by the Activity Centre.

However, they can be free-standing, so perhaps a better location might be by the Salt Pool if there is still an electricity and water supply available.

Questions for now are:

- 1 Would the TPC support this project? (The grant would pay for the gadget, (approx £2,300), probably TCP would raise the installation, (approx £1,000), and maintenance costs, (approx £260 p.a.)).
- 2 Would TPC be happy to consider the 2 sites mentioned?
- 3 Is there still a water supply and an electrical supply by the salt pool?
- 4 Could TPC make decisions within the time frame available to us for the grant?

Many thanks

Phil

**From:** adam dayman [REDACTED] >  
**To:** Tollesbury pc <tollesburypc@btinternet.com>  
**Date:** Jan 29, 2024 2:19:17 PM  
**Subject:** Tree planting

Good afternoon Michelle,

Hope you're well.

We have another lot of trees ordered and are hoping to plant more throughout the village.

Our plan is to bolster the numbers of the hedge along the rec where we have already planted to thicken it out.

So wanted to check the parish council would be happy with this.

Secondly we will have trees left over so if there are any other locations that you would be keen for us to plant some trees then we would be more than happy to have a look at these.

The trees are due to arrive at the end of Feb so we are keen to hear your thoughts.

Look forward to hearing from you

Adam Dayman

**TOLLESBURY PARISH COUNCIL**  
**PLAYGROUND CHECKLIST**

DATE OF INSPECTION: 28/01/2024

	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	
Toddler Swing	√	
Snake Slide	√	
Wooden Climber Platform	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	
Roundabout	√	
Zip Wire	√	Seat replaced
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	Graffiti
Skate Park	√	Graffiti
Surfer Springer	√	
Fire Engine	√	
Fence	√	
Football Goal Posts	√	

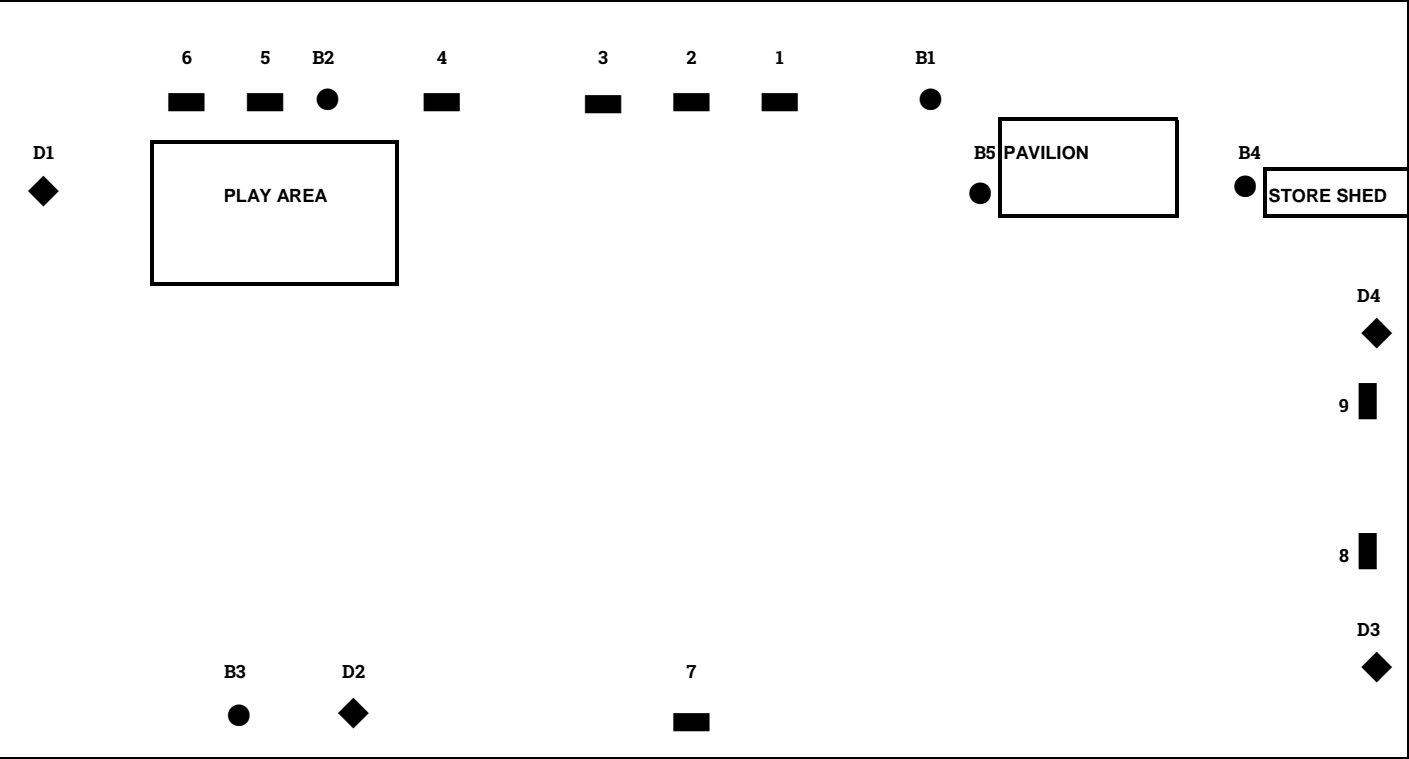
Signed: *S J Curtis*

Fallen tree near skate park



TOLLESBURY PARISH COUNCIL  
BENCHES AND BINS

DATE OF INSPECTION: 28/01/2024



**Benches**

1	Bench slats replaced
2	Bench slats replaced
3	Ok
4	Ok
5	Ok
6	Ok
7	Ok
8	Ok
9	Ok

**Dog Bins (D\*)**

1	Ok
2	Ok
3	Ok
4	Ok

**Litter Bins (B\*)**

1	Ok
2	Ok
3	Ok
4	Ok
5	Ok

Signed: *S J Curtis*



## ENVIRONMENT AND AMENITY

The Environment and Amenity Committee met on 23<sup>rd</sup> January 2024 and would like to propose the following to the Full Council:

### **Agenda Item 9.2 – Bench Woodrolfe Green**

In December, a notice was published asking residents/businesses if they would be interested in sponsoring a new bench at Woodrolfe Green. The new bench would replace the old bench, which was removed due to health and safety. We said we were looking for sponsorship at a £50 minimum. To date, a donation of £50 has been received, and four other people have stated they would give between £50 and £100. Two of the four people said they would donate for some wording on a plaque.

At the Parish Council meeting held on 5<sup>th</sup> December 2023, Cllr Stephens advised that at one of the 'Meet Your Councillor' sessions, a resident had suggested a picnic bench rather than a bench.

The Committee considered the options and agreed that a bench would be more suitable in that location.

Due to the number of plaques which may be required for £50 each, it was agreed not to have any plaques on the bench at this stage.

The cost of the bench is as follows:

£475 + VAT for the supply and delivery of the bench from Marmax Products

£95 + VAT for the installation by Bonz.

TOTAL - £570 + VAT

The Clerk has emailed those residents who had considered donating, advising them that it would not be a memorial bench and asking whether they would still consider donating. One resident has replied, confirming that they would be willing to donate £100 towards the bench. To date, £150 has been committed from residents to the bench.

Cost of bench	£570.00
<u>Less donations</u>	<u>£150.00</u>
Shortfall	£420.00

As no funds are set aside for a replacement bench, the Environment and Amenity Committee proposes that £420 be transferred from the Community Support/Minor Projects EMR to the Amenities EMR to cover the cost.



**TOLLESBURY**  
PARISH  
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### **Agenda Item 12 – Memorial Bench Policy**

At a recent Environment and Amenity Committee meeting, a request was received for consideration for a bench at the Cemetery. At this stage, the Committee discussed whether there was a need for a Memorial Bench Policy.

At the Committee meeting on 23<sup>rd</sup> January 2024, the Committee reviewed the Memorial Bench Policy for Hatfield Peverel Parish Council. The Committee agreed this policy was suitable for the needs of Tollesbury and proposed that the Full Council adopt the Memorial Bench Policy V1.0 policy (attached).

### **Agenda Item 13 – Litter/Sweep Contract – Amenity Inspector**

The Committee reviewed a draft job description for the new Amenities Inspector role.

Due to the minimal hours, the Environment and Amenity Committee are proposing to the Full Council that these duties be combined with the Litter/Sweep Contract, which is due for renewal in April 2024. It is suggested that this position is an employed role rather than a contract.

**Clerk:** Michelle Curtis

**Address:** Tollesbury PC, PO Box 13205, Maldon CM9 9FU

**Telephone:** 01621 869039. **Email:** [clerk@tollesburyparishcouncil.gov.uk](mailto:clerk@tollesburyparishcouncil.gov.uk)



TOLLESBURY  
PARISH  
COUNCIL

PARISH COUNCIL POLICY

# Memorial Bench Policy

V1.0

**Clerk:** Michelle Curtis

**Address:** PO Box 13205, Maldon, Essex CM9 9FU

**Telephone:** 01621 869039. **Email:** [clerk@tollesburyparishcouncil.gov.uk](mailto:clerk@tollesburyparishcouncil.gov.uk)



## **MEMORIAL BENCH POLICY**

The Parish Council recognises the wish for memorial benches and will consider applications for such benches on land managed by the Council. The Parish Council will consider requests for memorial benches on an individual basis and retains the right to refuse or limit the number of benches.

### **Objectives**

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial bench.
- To establish responsibility for the maintenance, repair and replacement of memorial benches.
- To ensure that memorial benches are not out of place in the area in which they are situated.

It is the intention of the Parish Council that this policy only covers broad common issues and is not meant to be exhaustive. The content of this policy may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.

1. All applications for memorial benches should be made in writing to the Parish Clerk and be signed by the applicant that these conditions are agreed. Dedications must be for people who were Tollesbury residents or had a close connection to the Parish.
2. The applicant will be required to make a donation to the Parish Council which covers the cost of the purchase of the bench, the plaque and the installation.
3. The design of the bench will be at the discretion of the Parish Council. Any memorial plaque will be in brass.
4. The text of the inscription on any memorial plaques shall be submitted to the Parish Council for approval or otherwise at the same time as the application is made to site the memorial bench. Memorial plaques will be no larger than 175mm wide by 75mm high and shall be fitted in the centre of the uppermost lath of the back of the bench.
5. The applicant may request a particular siting for the memorial bench, but the final decision will be that of the Parish Council.



6. The Parish Council will attempt to accommodate the wishes of the applicant(s), but it may limit the number of memorials in a particular area.
7. The installation of a memorial bench shall be carried out only in accordance with the details provided on the application form and by a contractor approved by the Parish Council.
8. The bench will remain the property of the Parish Council. It will be maintained to the same standard as other benches that it owns.
9. The Parish Council accepts no responsibility if a memorial bench is damaged, vandalised or stolen. If the seat is considered a danger to the public, the Parish Council may arrange for the removal of the memorial bench.
10. The Parish Council reserves the right to remove or re-site memorial benches at any time.
11. The Parish Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for memorials to pets will not be considered.
12. Memorials will be limited to benches. No additional mementos (eg vases, statues, flowers, wreaths, balloons or other ornamentation etc) will be permitted on or around the memorial. These will be removed without reference to the original applicant(s).
13. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life. Any replacements of benches or plaques will be the responsibility of the original applicant.
14. The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.
15. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial being removed without further notice.

Version	Details of Changes	Date	Approver
V1.0	From Template of Hatfield Peverel Parish Council - Reviewed	23/01/24	E&AC
V1.0	Adopted	05/02/24	TPC
	<b>Next Review January 2025</b>		



## Application – Request for a Memorial Bench

### Applicant's details

Full Name:	
Address:	
Postcode:	
Telephone: (landline and mobile)	
Email:	
Relationship to the person for whom the bench is being provided to remember:	
<b>Please ensure that you notify the Clerk of any change in contact details so that we can contact you if necessary.</b>	

### Details of the Memorial Bench

Dedicated to:	
Association with Tollesbury Parish:	
Preferred location:	
Proposed plaque inscription (max size 175mm x 75mm) (if any):	

### Declaration by the applicant.

I declare that I have read and understood Tollesbury Parish Council's Memorial Bench Policy.

Name: .....

Signed: .....

Date: .....

**From:** Matthew Winslow [REDACTED]  
**To:** Tollesbury Parish Council <tollesburypc@btinternet.com>  
**CC:** Corporate <corporate@maldon.gov.uk>  
**Date:** Jan 29, 2024 1:16:20 PM  
**Subject:** Fw: Maldon District Local Development Plan Review & 5 Year Housing Land Supply

Dear Mr Plater,

Thank you for your letter dated 15 December 2023 to Mr Holmes, which has been passed to me to respond to and I am sorry for the delay. I have taken your questions in turn.

### 1. Update on the Local Development Plan Review

The Local Development Plan Review is an ongoing project of Maldon District Council. The Council published an updated formal timetable in September 2023: [Local Development Scheme | Maldon District Council](#) which charts the key stages of the LDP Review until it is submitted to the Secretary of State. Submission of the review is scheduled for late Autumn 2025, with a view of adoption in Summer 2026. The Council is currently focusing on advancing with thematic evidence including the update to the Strategic Flood Risk Assessment, an Employment Land and Premises Study and a Gypsy, Traveller & Travelling Showpeople Accommodation Assessment, amongst others.

### 1. Maldon District 5 Year Housing Land Supply

On 22 May 2023, the Council approved its annual 5 Year Housing Land Supply (5YHLS) Annual Statement. This declared that by applying a robust methodology, the Council could demonstrate, at that time, a land supply for the forthcoming 5 years of **6.35 years**. The Council is aware of an article which appeared in the subscription publication "Planning Resource" concerning the District's 5YHLS on 9 November 2023 and the update that month to the publication's Housing Land Supply Index, which claimed the "Appeal Derived Figure" was 4.99 years. Planning Resource implied, by virtue of an appeal allowed on 27 Oct 2023 in Burnham on Crouch that the District had lost its 5YHLS. The District Council contested this position. Three complaints were lodged about this - one with the Planning Inspectorate directly and two with Planning Resource. The Planning Inspectorate complaint remains unanswered and the two complaints to Planning Resource lead to the publication of additional statements from the Council in their online articles and an amendment to the way in which the Index was displayed online.

The Council refute the position that the 5YHLS has been operatively lost by the appeal in Burnham on Crouch and whilst it cannot be confirmed until the Council's complaint is answered, the Council believes that the Inspector was referring to the position at the time the original refusal of planning permission was made in 2022; which was factually correct as the District did not have a 5YHLS at the time. On the 14 December 2023, an appeal decision which was dismissed in Tolleshunt Knights concluded *"From the evidence before me, particularly the 5YHLS Statement (April 2023) and without any credible evidence to refute the Council's position there is a strong indication that a deliverable five year supply of housing land exists in the area"*. There does however appear to be an inconsistency in the Planning Inspectorate given the day after this decision another Inspector stated the District did not have a 5YHLS. This is very frustrating and as they were issued a day apart would suggest something is not happening with the quality control of inspectors' reports. As before, as there is no analysis of the 5YHLS by the second Inspector, alongside the fact we now have the benefit of the decision from the day before which indicated the Inspector had reviewed the Council's published position and it did not concern him, we will be defending the 6.35 years as previously advised, using that decision as part of our supporting arguments. Officers will however continue to provide supporting in-time calculations into Planning Appeals where appellants are challenging the land supply. This may lead to the 5YHLS being concluded at being a number lower or higher than the published 6.35 years. Based on the calculations presented for an appeal that is currently underway elsewhere in the District the latest position is not and land supply that is less than 5 years.

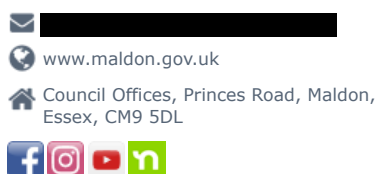
I hope this information is helpful.

Regards,

Matt



**MATTHEW WINSLOW** BSc. (Hons.) MSc. MRTPI AinstLM (He/Him)  
 Assistant Director: Planning & Implementation  
 Service Delivery Directorate





## Application form for requesting a parking restriction

This document sets out how you can apply for a parking restriction. All requests are thoroughly investigated and are subject to a democratic process before determining if the request can proceed formally. Details of the process are set out below.

### What you need to do:

- Please complete the attached form with as much detail as possible.
- It is recommended that you gather sufficient support for your request. It is also important that a high percentage of people affected by the request are also in full support of a proposal. A petition is included with the attached form if you wish to canvass your neighbours and other residents living in the road.
- Support from your local Ward Councillor and/or your Essex County Council (ECC) Councillor is also advisable.
- Once you have completed the form, send it to:

Post: Traffic Regulation Order Team  
South Essex Parking Partnership  
Chelmsford City Council  
Duke Street  
Chelmsford  
Essex, CM1 1JE

Email: [trafficreg@chelmsford.gov.uk](mailto:trafficreg@chelmsford.gov.uk)

### What happens next:

- The South Essex Parking Partnership (SEPP) Technicians will send it to ECC in the first instance for assessment against their safety and congestion policy criteria.
- If the request meets the ECC safety and congestion policy criteria, ECC will take the necessary action to implement a parking scheme (subject to available funding).
- If ECC Officers decide that the request for a parking restriction has no safety or congestion implications, they will decline the request and advise the SEPP accordingly.
- A SEPP Technician will then be assigned to investigate the request and gather information. This may include site visits and an informal consultation with local interest groups.
- The Technician will produce a report with a recommendation to accept or decline the request. The report will be discussed with the relevant Parking Partnership lead officers and elected Member representative for a local decision on whether to proceed with the scheme. You will be advised of the outcome.
- All schemes agreed locally to progress will then be costed for submission to the SEPP Joint Committee or a relevant Sub Committee to approve the necessary funding to proceed with a proposed Traffic Regulation Order.

## Request for parking restrictions

Please use **BLOCK CAPITALS** when completing this form and send it to:

Post: Traffic Regulation Order Team  
South Essex Parking Partnership  
Chelmsford City Council  
Duke Street  
Chelmsford  
Essex, CM1 1JE

Email: [trafficreg@chelmsford.gov.uk](mailto:trafficreg@chelmsford.gov.uk)

Applicant's name:	Tollesbury Parish Council
Address:	Parish Clerk. Tollesbury Parish Council
	PO Box 13205
	Maldon
Postcode:	CM9 9FU
Email address:	tollesburypc@btinternet.com
Telephone no.:	01621 869 039
Signature:	

Please state which Ward Councillor(s)/ECC Councillor(s) are in support of your proposal:	
Councillor(s):	Emma Stephens (MDC) & Mark Durham (ECC)
Ward:	Tollesbury
Town:	Maldon

<b>What is the problem which has resulted in this request?</b> <i>Describe the issues being faced and the causes of the problem.</i>
<p>This relates to a small part of the B1023, at West Street in Tollesbury, between Palmer's Garage and the junction with North Road. Although this is a residential area, it is also the main (priority 2) route through Tollesbury, which leads towards the industrial estate, so it carries HGVs, car transporters, articulated lorries, buses and vans.</p> <p>This section is on a slight bend, and cars are customarily parked on the inside of the bend, on the north side of the road, where they block the view for drivers from both directions.</p> <p>As a result, drivers regularly and frequently reverse or drive along the pavement here to allow oncoming traffic to pass, among pedestrians and directly next to residents' doors and windows. This is endangering pedestrians, residents, and especially cyclists.</p>

**Have you read the South Essex Parking Partnership policy on implementing new parking restrictions?**

The policy can be found at: <http://www.chelmsford.gov.uk/sepp>



Yes



No

**How does your request meet the policy criteria?**

Policy section 7.1 states that the: "...Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area..."

**What is your suggested solution?\***

Please tick one box only to indicate the type of restriction.



**Resident Permit Zone** (No-one is allowed to park unless they are a resident and have a permit. This can be at certain times of the day)  
(complete 'Times of operation detail' box)



**Waiting prohibited at certain times (single yellow line)** (No-one is allowed to park at certain times of the day)  
(complete 'Times of operation detail' box)



**Waiting prohibited at all times** (No-one is allowed to park)  
(double yellow lines)



**Other type of restriction**  
Please state:

Assessment only, to see if switching parking to the other side of the road would improve safety

**Times of operation details:**

**Days:**

Mon

☐

Tues

☐

Wed

☐

Thurs

☐

Fri

☐

Sat

☐

Sun

☐

**Hours:**

**Between**

**to**

**and**

**to**

**What are the full details of your suggestion solution?**

*Please write full details of your solution. You may include a detailed sketch or plan*

This request is for an assessment only, of the B1023 West Street between Palmer's Garage and the junction with North Road.

The assessment is to determine whether switching the parking here to the south side of the road would improve sight lines and safety, while retaining the same amount of space for parking.

If the assessment should find that the switch would achieve this, then Tollesbury may be able to implement it without the expense of any formal new parking restrictions.

Please see map and photos attached.

**What is to be achieved by the suggested solution?**

*(Describe how your solution will alleviate the issues described above and what the result that you wish to achieve is.)*

It is thought that the change would enable drivers from both directions to see the oncoming traffic, and so it would remove the dangers currently posed to cyclists, residents and pedestrians from reversing vehicles and vehicles being driven along the pavement.

**What local support can you demonstrate for the proposal?**

*(Please provide copies of correspondence or petitions that you have received in relation to this location.)*

This request is for an assessment only. If the assessment should find that parking on the opposite side of the road would improve safety then local Councillors will engage with residents in that area to propose making the change without making formal parking restrictions, and to agree how to implement it.

If the assessment should find that parking on the opposite side of the road would not improve safety then no further action will be taken.

\*Traffic technicians will consider the proposal and suggested solution against the problems being experienced and the evidence, including supporting documents provided, to assess the appropriateness. They may recommend an alternative solution as part of this process.

**Data Protection Declaration:** Chelmsford City Council is a Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. Please refer to our Privacy Notices published on our website at <https://www.chelmsford.gov.uk/your-council/our-website/privacy-policy/> for details. Please contact us if you need the privacy notice in an alternative format.

If you need assistance to complete this form, please contact the Traffic Regulation Orders Team on 01245 606710.

## Request for parking restrictions – Petition form

This request for parking restrictions is being collated by: \_\_\_\_\_

Address on request form: \_\_\_\_\_

Location: \_\_\_\_\_

Type of scheme requested: \_\_\_\_\_

By signing this form, you are giving support for the proposed parking restrictions as detailed on the request form attached. All entries must be completed in full, otherwise they will be disregarded from this petition.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

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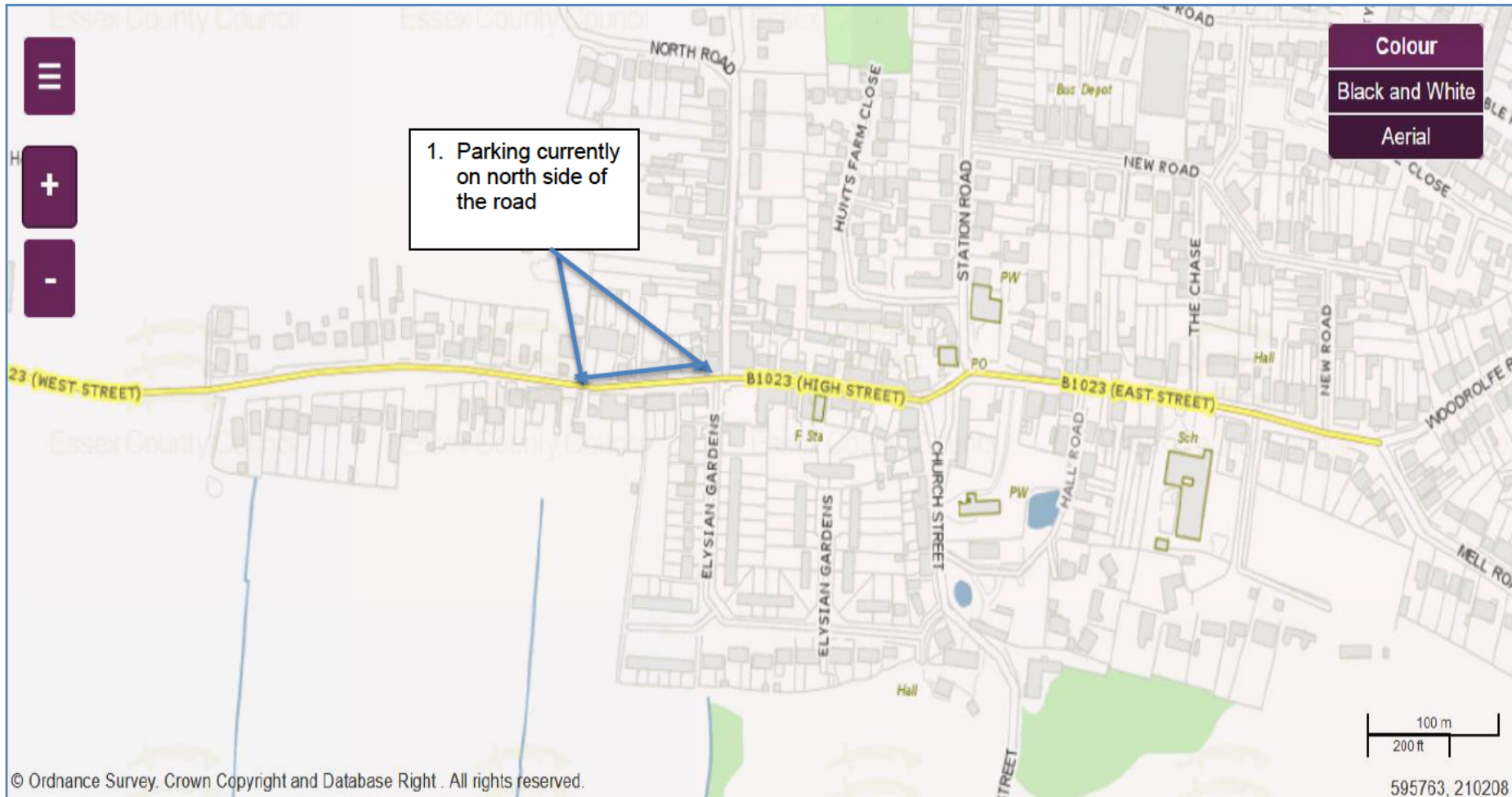
<b>Name:</b>	_____
<b>Address:</b>	_____
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<b>Name:</b>	_____
<b>Address:</b>	_____
<b>Signature:</b>	_____



# Application to SEPP for assessment of street parking issue in West Street, Tollesbury

Figure 1: map showing location of issue



# Application to SEPP for assessment of street parking issue in West Street, Tollesbury

**Figure 2: Photo of West Street looking west, showing cars parked on the inside of the bend on the north side, obscuring oncoming traffic**



**Figure 3: As above but looking east**



# MALDON DISTRICT COUNCIL

Princes Road  
Maldon  
Essex CM9 5DL

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



Cllr Simon Plater, chair of Tollesbury Parish Council  
PO Box 13205  
Maldon  
Essex  
CM9 9FU

19<sup>th</sup> November 2023

Dear Simon

## **Re: Parking arrangements on West Street, Tollesbury**

I am concerned about road safety on part of the B1023, along West Street, where it passes between Palmer's Garage and the junction with North Road.

This section is on a slight bend, and cars are customarily parked on the inside of the bend, on the north side of the road, where they block the view for drivers from both directions. This results in vehicles being reversed and driven along the pavement among pedestrians and cyclists. As it is the main (priority2) route towards the industrial estate, such vehicles include HGVs, car transporters, articulated lorries, buses, and vans.

If parking were to switch to the opposite side of the road, then I believe it would improve sight lines, allowing drivers from both directions to see the oncoming traffic. This could remove or minimise the dangers currently posed, while not reducing the number of parking spaces.

For this reason, I support your application to the South Essex Parking Partnership for an assessment of the proposal to switch parking to the opposite side of the road.

Yours sincerely

*Emma Stephens*

**Councillor Emma Stephens**  
**Maldon District Councillor for Tollesbury (Independent)**

[Cllr.Emma.Stephens@Maldon.gov.uk](mailto:Cllr.Emma.Stephens@Maldon.gov.uk)  
01621 869415 / 079 069 44443

# Agenda Item 17.2

Parish / Town Council	Month	Total Number of Hours
Tollesbury	December	03:00
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
0	0	0
ASB Issues	VMO (Vehicle Moved On)	
0	0	
Any Other Details		

Officer	Date	Parish	Start	Finish	Total	Patrol Area	COMMENTS ON PATROL
AR	11/12/2023	Tollesbury	14:20	15:20	01:00	Tollesbury	Patrol of station road, recreation ground , also check of car parking around village.
BC/SC	15/12/2023	Tollesbury	10:40	11:40	01:00	Village	Patrol around for on St carparking and check on recreation ground, a few dog walkers about but all ok.
AR/SA	30/12/2023	Tollesbury	15:10	16:10	01:00	Woodrolfe Road, Recreation Ground, Station Road	Check Woodrolfe Rd, and other enforcement lines, patrol of Recreation Ground and Station Rd for dog fouling
					<b>3:00:00</b>		