



Tollesbury Parish Council

Notice is hereby given that the virtual Meeting of TOLLESBURY PARISH COUNCIL will be held on Tuesday 3rd November 2020, via Zoom 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

27th October 2020

Councillors: S Plater (Chairman), T Lowther (Vice-Chairman), M Bell, V Chambers, R Clare, R Cole, S Hawes, R Lankester, S Legg, 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.

The meeting is virtual and is being held via Zoom. If you wish to attend the meeting, please contact the Clerk who will email you joining information.

1. Apologies for Absence

To receive apologies for absence.

2. Declaration of Interest

Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

3. Public Forum

Members of the public will be given an opportunity to put forward their question(s) or statement 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. **Tollesbury – COVID-19**
To receive update from Cllr Clare on Tollesbury Volunteers
6. **Minutes**
To receive and approve the Minutes of the Meeting held on 20th October 2020 #
7. **Finance**
 - 7.1 To receive and approve the Monthly Financial Report as at 31st October 2020 #
 - 7.2 To receive and approve the Payments #
8. **Planning**
Planning Applications and Decisions

Applications are circulated to all Councillors with the agenda, for study ahead of the meeting. Planning documents are also available for everyone to view on Maldon District Council's website (www.maldon.gov.uk).

- **Applications:** To consider Planning Applications received from Maldon District Council including the following.

Application No: HOUSE/MAL/20/00996

Proposal: Proposed two storey side extension

Location: 73 North Road, Church Street, Tollesbury

Application No: HOUSE/MAL/20/01026

Proposal: New cartlodge

Location: Jubilee House, 11A Mell Road, Tollesbury

Application No: TCA/MAL/20/01037

Proposal: T1 Sycamore – Remove. T2 Conifer – Remove. G1 Conifer – Remove dead branch. T8 Pear – Crown uplift to 2.5m. T9 Cheery – 30% thinning of branches with crown.

Location: Victory Recreation Ground, Elysian Gardens



- **Appeals:** To receive notification of Planning Appeals from Maldon District Council including the following.

Appeal Ref: APP/X1545/W/20/3259477

Application Ref: 20/00157/FUL PP-08474837

Site Address: Land East Of Bradwell Power Station Downhall Beach
Bradwell-On-Sea Essex

Proposal: Application to carry out ground investigations, load test and associated works in connection with a proposed new Nuclear Power Station at Bradwell-on-Sea, together with the creation of two site compound areas and associated parking areas.

- **Planning Decisions:** To note decisions made by Maldon District Council.
- **Planning Appeal Decisions:** To note appeal decisions made by the Planning Inspectorate.
- **Tree Preservation Orders (TPOs):** To note TPOs made by Maldon District Council.

9. Planning Whitepaper

To receive the response submitted to the Government Consultation on the Planning Whitepaper "Planning for the Future". *

10. Recreation Ground

10.1 To receive an update from the Recreation Ground Committee.

10.2 To receive the Monthly Inspection Report #

11. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)

11.1 To receive an update from the Environment & Amenity Committee

11.2 To consider quotations for improvements works to Woodrolfe Green#

11.3 To receive Quarterly Inspection Report *

12. Woodrolfe Hard

To receive an update from the Woodrolfe Hard Committee

13. Woodup Pool

To receive an update from the Woodup Pool Committee

14. Neighbourhood Plan

To receive an update on the Neighbourhood Plan



- 15. Climate Change and Biodiversity Committee**
To consider forming a Climate Change and Biodiversity Committee.
- 16. Remembrance Service**
 - 16.1** To receive the minutes and a report from the meeting held on 13th October 2020 regarding the Tollesbury Remembrance Service. *
 - 16.2** To receive letter from the Royal British Legion regarding the Remembrance Service on Sunday 8th November 2020. *
- 17. Pavilion**
To consider re-advertising the Pavilion in the Parish Magazine *
- 18. Photocopier**
To consider options and quotations for the Parish Council photocopier #
- 19. Police/Community Protection Officers (CPO)**
 - 19.1** To receive the Police Reports (confidential) and discuss policing matters within the village to feedback to Essex Police *
 - 19.2** To receive the CPO Report for September 2020 #
 - 19.3** To respond to the Maldon District Council Community Engagement Parish Council Survey *
- 20. Administration**
To receive information from the Clerk – update on current and ongoing matters.
- 21. Community Concerns**
To receive information only or note future agenda items.
- 22. Public Bodies (Admission to Meetings) Act 1960**
In view of the confidential personnel and contractual nature of the business to be transacted, to consider excluding the press and public from the meeting.
- 23. Employment Matters**
To review the remuneration for the Clerk.
- 24. Public Bodies (Admission to Meetings) Act 1960**
To consider permitting the press and public to return to the meeting.
- 25. Dates of the Next Meetings**
Tuesday 10th November 2020 – Woodup Pool Committee – 6.30 pm
Agenda items for consideration at the Woodup Pool Committee Meeting to be sent to the Clerk by Monday, 2nd November 2020, at the latest.



TOLLESBURY
PARISH
COUNCIL

Tuesday 17th November 2020 – Environment & Amenity Committee – 7.30 pm

Agenda items for consideration at the Environment & Amenity Committee Meeting to be sent to the Clerk by Monday, 9th November 2020, at the latest.

Thursday 19th November 2020 – Woodrolfe Hard – 7.30 pm

Agenda items for consideration at the Woodrolfe Hard Committee Meeting to be sent to the Clerk by Wednesday 11th November 2020, at the latest.

Tuesday 1st December 2020 - Full Council Meeting - 7.30 pm

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 23rd November 2020, at the latest.

Wednesday 2nd December 2020 – Finance Meeting - 7.30 pm

Agenda items for consideration at the Finance Committee to be sent to the Clerk by Tuesday 24th November 2020, at the latest.

Tuesday 15th December 2020 - Full Council Meeting - 7.30 pm

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 7th December 2020, at the latest.

Key: * = attached - # to follow

Clerk: Michelle Curtis

Address: 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

Telephone: 01621 869039. **Email:** tollesburypc@btinternet.com

19 October 2020



Reference: 20/00157/FUL
Planning Officer: Julia Sargeant

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 78**

Site Address: Land East Of Bradwell Power Station Downhall Beach Bradwell-On-Sea
Essex

Proposal: Application to carry out ground investigations, load test and associated works in connection with a proposed new Nuclear Power Station at Bradwell-on-Sea, together with the creation of two site compound areas and associated parking areas.

Application Ref: 20/00157/FUL PP-08474837

Appellants Name: Bradwell Power Generation Company Limited

Appeal Ref: APP/X1545/W/20/3259477

Appeal Start Date: 15 October 2020

I refer to the above details. An appeal has been made to the Secretary of State against the Council's decision to refuse to grant planning permission.

The appeal will be determined on the basis of **written representations**. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to make comments, or modify/withdraw your previous representation, you can do so on the Planning Inspectorate website at <https://acp.planninginspectorate.gov.uk> or by emailing **robert.wordsworth@planninginspectorate.gov.uk**. If you do not have access to the internet, you can send **three** copies to:

Robert Wordsworth
The Planning Inspectorate
ODT area
Temple Quay House
2 The Square
Bristol
BS1 6PN



All representations must be received by 19 November 2020. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

The appeal documents are available to view on our website www.maldon.gov.uk. Alternatively they may be viewed at the Council Offices, Princes Road, Maldon between 8.30am-5pm Monday-Thursday and 8.30am-4.30pm Fridays.

Guidance on taking part in planning appeals is available from
<https://www.gov.uk/topic/planning-development/planning-permission-appeals>

When made, the decision will be published on the Planning Inspectorate website
<https://acp.planninginspectorate.gov.uk>.

Yours faithfully

A handwritten signature in black ink, appearing to read 'ML', is written above the printed name.

Matt Leigh
Lead Specialist Place

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 9th October 2020



WTPO/MAL/20/00839 Tollesbury East

T1 Ash - Thin by 30% to reduce overall size and weight on the limbs.
40 Station Road Tollesbury Essex CM9 8RB
(UPRN - 100090564591)
Ms Veronica Stanton-Miller

APPROVE subject to the following conditions:-

1 **CONDITION**

The works hereby permitted shall be carried out in accordance with the British Standard Recommendations for Tree Works (BS3998:2010)

REASON

In order to safeguard the health and appearance of the tree(s).

2 **CONDITION**

The works hereby permitted shall be carried out within 2 years from the date of this permission.

REASON

To ensure that the works are carried out whilst they are still relevant to the condition of the tree(s).

INFORMATIVE

Permission relates solely for the thinning of the crown and does not consist of consent for the reduction of the crown.

Officer: Sophie Mardon
Dated : 07/10/2020

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 9th October 2020



TCA/MAL/20/00879 Tollesbury East

T1 Eucalyptus - Remove due to inappropriate positioning and height close to property with potential to influence foundations of garage. Replant with Laurel tree for which is more appropriate for purpose of screening.

Ramsholt 3 Churchacre Hall Road Tollesbury

(UPRN - 100091455433)

Mr William Cunliffe

ALLOWED TO PROCEED

Officer: Hayley Sadler

Dated : 07/10/2020



TOLLESBURY
PARISH
COUNCIL

Planning Whitepaper Response – October 2020

Pillar One – Planning for development

1. What three words do you associate most with the planning system in England?

Frustrating, complex, outdated

2. Do you get involved with planning decisions in your local area?

Yes, as Tollesbury Parish Council

3. Our proposals will make it much easier to access plans and contribute your views to planning decisions. How would you like to find out about plans and planning proposals in the future?

Online, but we would wish to see current traditional methods (analogue) continuing. We would also want to see improved online platforms, noting those groups covered by Equality legislation who have protected characteristics. We wish to avoid social exclusion relating to any of the planning processes.

4. What are your top three priorities for planning in your local area?

Building homes for young people / building homes for the homeless / Protection of green spaces / The environment, biodiversity and action on climate change / Increasing the affordability of housing / The design of new homes and places / Supporting the high street / Supporting the local economy / More or better local infrastructure / Protection of existing heritage buildings or areas

All of these are equally important to society and have to be viewed in the context of the setting. Everything listed has been considered of equal importance by us in our Neighbourhood Plan process.

5. Do you agree that Local Plans should be simplified in line with our proposals?

If the question relates to the division of land into three groups (growth areas, renewable areas and green belt areas) then our answer is no. We think this is a huge oversimplification, which for one thing does not transfer to both urban and rural settings in the same way. Nor does it translate across a District between rural areas with specific special characteristics and those without. For this reason, we think that one size does not fit all and 'clear rules' will not result in viable planning solutions. Additionally, we do not want to lose the democratic process involved in creating the plan, and the importance of local knowledge.

Clerk: Michelle Curtis

Address: 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

Telephone: 01621 869039. **Email:** tollesburypc@btinternet.com



6. Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally?

Not sure. We are such a small cog in that development management element, so it is difficult for us to have an informed opinion on this

7.

- a. Do you agree with our proposals to replace existing legal and policy tests for Local Plans with a consolidated test of "sustainable development", which would include consideration of environmental impact?

No. We would be concerned that this would result in a watered-down version of this test, which could ultimately lead to lower standards of sustainability for the future. The existing legal and policy tests provide some protection against this.

- b. How could strategic, cross-boundary issues be best planned for in the absence of a formal Duty to Cooperate?

We have no suggestions but would expect a strong duty to cooperate to be in place.

8.

- a. Do you agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced?

No, a standard method is too blunt a tool to deal with the complexities of both urban and rural living.

- b. Do you agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated?

No, in a District like ours the rural context has to be factored in. Current affordability reflects available infrastructure (e.g. transport), so building more houses may require more and better infrastructure. The same houses could be built where the infrastructure already exists, but they will not necessarily be affordable. Therefore affordability is not necessarily an appropriate indicator. The second indicator is more appropriate as the current size reflects the level of sustainable Infrastructure.



- 9.
- a. Do you agree that there should be automatic outline permission for areas for substantial development (Growth areas) with faster routes for detailed consent?
No. This may lead to a race to the bottom of design standards. Even in rural areas design and compatibility with surroundings are important and we would want to have some control over that.
 - b. Do you agree with our proposals above for the consent arrangements for Renewal and Protected areas?
No, our answer would be similar to 9.a.
 - c. Do you think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime?
No, this is not suitable in a rural setting. The White Paper does not recognise the particular nature of rural settings.
10. Do you agree with our proposals to make decision-making faster and more certain?
Not sure. If the reference is to the three-tier system our comments have been made above. If it is to the detailed local system we would want to be sure that corners are not cut and that quality and standards are maintained. As a Parish Council, we would wish to ensure we still have a significant role to play. The Parish Council's contribution is an essential ingredient because it knows what better suits the community. If the digital system enables prompt consultation and easy methods of response, it could make for a faster decision making process.
11. Do you agree with our proposals for accessible, web-based Local Plans?
Yes, subject to the comments made earlier about ensuring other methods enable access by all to the process.
12. Do you agree with our proposals for a 30 month statutory timescale for the production of Local Plans?
No. We would have concerns about it being feasible, given its complexity, and Districts and Boroughs having sufficient resources by way of Planning Policy staff. There is also the threat that non-production within the timescale would result in the area being open to indiscriminate development.



13.

- a. Do you agree that Neighbourhood Plans should be retained in the reformed planning system?

Yes. It is an important opportunity for a local community to democratically participate in discussing and shaping the future of the community. In our experience, it draws new people into the planning debate, and the detailed knowledge of local experts on areas such as our particular special environment enables us all to plan together in an informed way.

- b. How can the neighbourhood planning process be developed to meet our objectives, such as in the use of digital tools and reflecting community preferences about design?

Digital tools can be useful and indeed have come to the fore during the pandemic to enable continued open discussions. However, in our experience District Councils will not engage in this way. In relation to reflecting community preferences about design, we would still want to continue our current policy of involving experts, such as architects and environmentalists, and would then be happy to involve experts in communication in creating better digital communication. It should be noted that this will come at a cost and at our level we are reliant mainly on gifts of expertise. This all raises a question of resources.

14. Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support?

Not sure, because delay is in the hands of numerous other parties e.g. the developer, the owner, utility companies, financial institutions etc. all of which influence when the development can proceed. Once permission is granted the Council is only responsible for enforcement actions, and has no control over the other bodies. The current three year period seems reasonable.

Pillar Two – Planning for beautiful and sustainable places

15. What do you think about the design of new development that has happened recently in your area?

[Not sure or indifferent / Beautiful and/or well-designed / Ugly and/or poorly-designed / There hasn't been any / Other – please specify]

Other. As a Parish Council, we see all local applications and the areas that concern us are if they are too dense, too high/inappropriate scale and in the wrong place. We do have examples of good new design and we have some that are not particularly outstanding, but they are able to fit into the site in a way we would not object to. Within the District, the mix is probably the same, although



around Maldon there are examples of more standardised design where developments are larger.

16. Sustainability is at the heart of our proposals. What is your priority for sustainability in your area?

[Less reliance on cars / More green and open spaces / Energy efficiency of new buildings / More trees / Other – please specify]

Other – we think that these options are too narrow. Generally, we are concerned to increase sustainability in all areas and are supportive of all the ways to do this – however small. As a village with limited employment and no secondary school we are reliant on cars, and support any way that this can be reduced – the key thing being public transport.

17. Do you agree with our proposals for improving the production and use of design guides and codes?

Yes and No – we are concerned that such a guide would be treated too rigidly, having experienced in the past the stifling of good design because it was innovative. We would like it to be clear that any Guide is a starting point rather than an endpoint. We would also like reassurance that it will be written by those who are trained in design.

18. Do you agree that we should establish a new body to support design coding and building better places and that each authority should have a chief officer for design and place-making?

Yes, provided that the body is composed of a range of people with professional qualifications, and that in turn, it ensures suitably qualified people are appointed into those posts.

19. Do you agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England?

Yes, we support the proposal to elevate design in the process, but we would want a commitment to dealing with local variations – i.e. one design concept, however good, is not appropriate for every site. Homes England's corporate objectives are to build as the homes that are needed, so the design element is only one small part of the process but in our view is crucial to providing better place-making. Who ensures that design is given a better emphasis when planners, in particular, are not qualified in design?

20. Do you agree with our proposals for implementing a fast-track for beauty?

No. What is beauty and how do you fast track it?



Pillar Three – Planning for infrastructure and connected places

21. When new development happens in your area, what is your priority for what comes with it?

[More affordable housing / More or better infrastructure (such as transport, schools, health provision) / Design of new buildings / More shops and/or employment space / Green space / Don't know / Other – please specify]

Other. Our priority is to ensure that the complexity of our situation (rural, coastal, semi-industrial, residential, and commercial), is considered to provide suitable infrastructure (including coastal defences) and housing that meets our needs.

22.

- a. Should the Government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold?

Yes

- b. Should the Infrastructure Levy rates be set nationally at a single rate, set nationally at an area-specific rate, or set locally?

[Nationally at a single rate / Nationally at an area-specific rate / Locally]

Locally – there is too big a disparity between land values across the country so it cannot be set nationally.

- c. Should the Infrastructure Levy aim to capture the same amount of value overall, or more value, to support greater investment in infrastructure, affordable housing and local communities?

More value, in order to provide better local infrastructure. We would like to see 35-40% of the levy given to the local Parish in which the development takes place. For example in our case, with the desire for more sustainability including less reliance on cars, any further development should be matched with funding with which we could improve bus services (frequency and timing of buses).

- d. Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area?

Yes. The local authority should know what IL is projected to come in or there will be a lag in time for creating affordable housing (or other necessary infrastructure) until full occupation occurs. However, we think that this borrowing should be underwritten by central Government. (Preferably the IL should be paid upfront so no lending or issues of slow building create the need for this borrowing).



23. **Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights?**

Yes

24.

- a. **Do you agree that we should aim to secure at least the same amount of affordable housing under the Infrastructure Levy, and as much on-site affordable provision, as at present?**

No, ideally we would like there to be more, but realistically this is not viable for developers. There should be another way of providing sufficient affordable housing without linking to a tariff, which is too high for developers and so unsustainable.

- b. **Should affordable housing be secured as in-kind payment towards the Infrastructure Levy, or as a 'right to purchase' at discounted rates for local authorities?**

No. There is no provision for local authorities to receive this in-kind benefit, and if this is done it will reduce funding for necessary infrastructure.

- c. **If an in-kind delivery approach is taken, should we mitigate against local authority overpayment risk?**

No. This question raises the possibility of the Government underwriting Local Authorities' risks, which we have raised earlier in terms of timings of IL payments. The Government would be underwriting both systems (infrastructure payment and in-kind payment).

- d. **If an in-kind delivery approach is taken, are there additional steps that would need to be taken to support affordable housing quality?**

Yes, additional steps would be required including close inspection and monitoring and enforcement powers to prevent developers from providing a lower quality of housing for the affordable element e.g. creating separate entries, smaller units or a lower quality finish.



TOLLESBURY
PARISH
COUNCIL

25. Should local authorities have fewer restrictions over how they spend the Infrastructure Levy?

Yes, provided it is spent on infrastructure and not other Council spending, and in consultation with the Parish Council. The Local Authority must be accountable for what it spends the money on and in a fully transparent way.

i. If yes, should an affordable housing 'ring-fence' be developed?

Yes, we would like to see this, so that the CIL paid on development other than housing still provides a contribution to affordable housing. We would like this to be ring-fenced on a Parish level.

26. Do you have views on the potential impact of the proposals raised in this consultation on people with protected characteristics as defined in section 149 of the Equality Act 2010?

Yes, we are concerned about the concentration on digital communication – the processes must be designed to ensure equal access for all.

Clerk: Michelle Curtis

Address: 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

Telephone: 01621 869039. **Email:** tollesburypc@btinternet.com

Agenda Item 11.3

From: [REDACTED]

To: tollesburypc@btinternet.com

Date: Oct 23, 2020 11:50:42 AM

Subject: Inspections

Attachments: WG13.jpg, RG1.jpg, RG2.jpg

Hello Michelle.

I have finally got round to do the inspections and the bin maintenance. Apologies for the lateness, seem to have been rather busy since we got back from our tour in September.
Have to report:

1. Round bin nearest BBQ at pool, loose on its base.
2. Door on notice board at Recreation Ground cracked through and otherwise damaged. See pictures RG1 and RG2 attached.
3. Large branch on tree indicated on sheet for Woodrolfe Green appears to be completely dead. See picture WG13 attached.
4. Northern gate at allotments – hinge post compromised? gate will not open freely.

I will drop the paper copies off for you later today, hopefully, and I will book 2.5 hours for the job as in April.

[REDACTED]



and Marine

Committee

Committee to

Tollesbury Victory Recreation

MEETING AGENDA



**TOLLESBURY
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COUNCIL**

10. **Terms of Reference – Woodrolfe Hard and Marine Assets Committee**
To add to the proposed Terms of Reference for the Woodrolfe Hard and Marine Assets Committee #
11. **Recreation Ground**
 - 11.1 To receive the Draft Minutes from the Recreation Ground Committee Meeting held on 7th September 2020 #
 - 11.2 To consider the proposal from the Recreation Ground Committee to extend the Grounds Maintenance Contract *
 - 11.3 To receive the Monthly Inspection Report #
 - 11.4 To receive correspondence from a resident concerning the weedkiller being used by the Contractors *
12. **Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**
 - 12.1 To receive the Minutes from the Environment & Amenity Committee Meeting held on 16th September 2020 #
 - 12.2 To receive the Draft Minutes from the Environment & Amenity Committee Meeting held on 30th September 2020 #
 - 12.3 To consider the proposal from the Environment & Amenity Committee for the works to trees at the Allotments *
 - 12.4 To consider the proposal from the Environment & amenity Committee for works to Woodrolfe Green #
13. **Woodrolfe Hard**
To receive the Draft Minutes from the Woodrolfe Hard and Marine Assets Committee Meeting held on 1st October 2020 #
14. **Woodup Pool**
To receive the Draft Minutes from the Woodup Pool Committee Meeting held on 28th September 2020 #
15. **Neighbourhood Plan**
To receive an update on the meeting held with Maldon District Council on 11th September 2020.
16. **Litter and Sweep Contract**
To consider quotation



**ROUTINE OPEN AREAS INSPECTION REPORT
HASLER GREEN**

Date of Inspection: 28 Oct 2020

	Comments
Footpath	OK.
Litter Bin	OK
Lamppost	No Change.
Trees	Look OK
Manholes	No Change

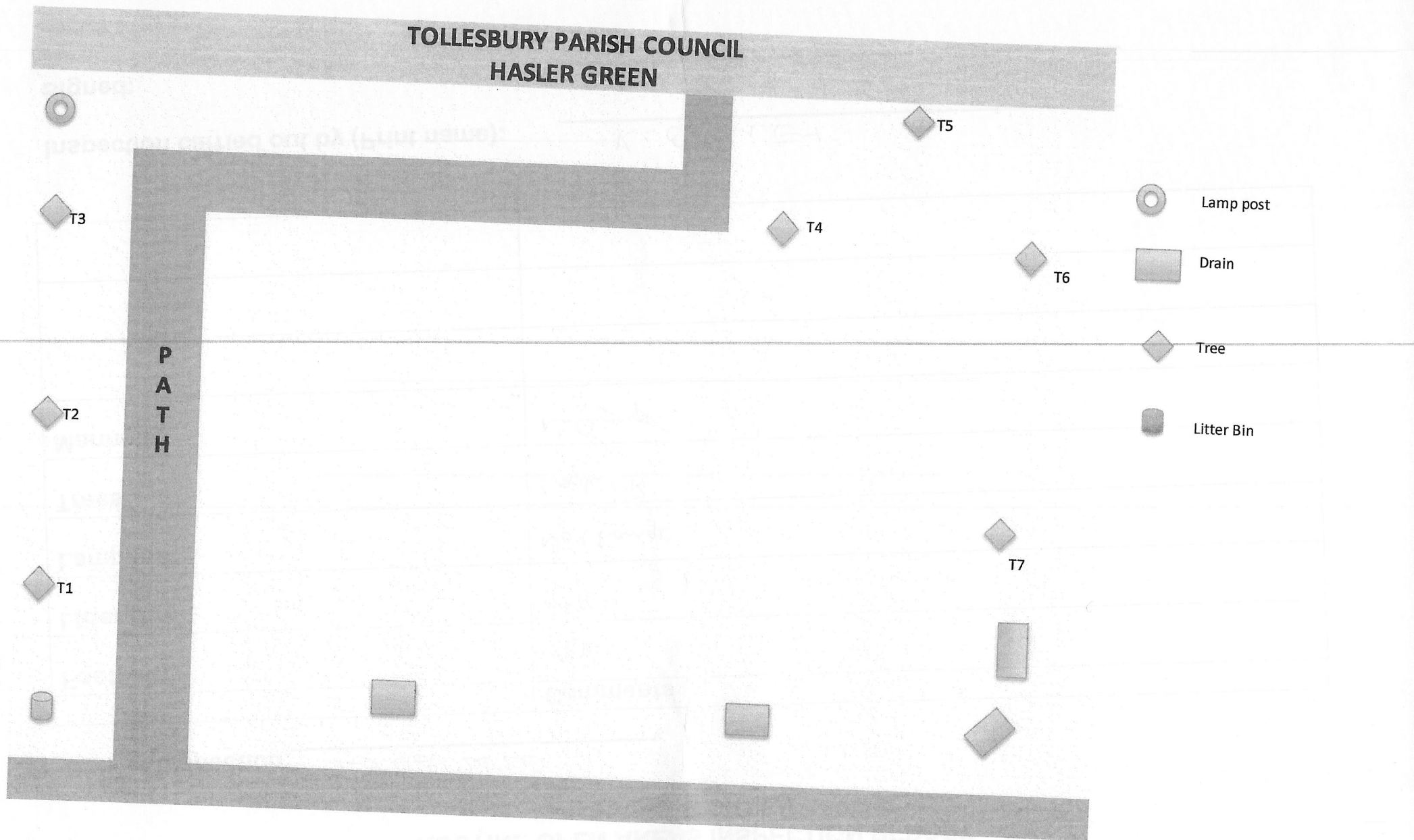
Inspection carried out by (Print name):

K. OAKLEY

Signed:

K. Oakley

**TOLLESBURY PARISH COUNCIL
HASLER GREEN**



**ROUTINE OPEN AREAS INSPECTION REPORT
ALLOTMENTS**

Date of Inspection: 23 Oct 2020

	Comments
PC Signs	OK
Waters Taps x 2	OK.
Footpath	OK.
Trees and Hedges Southern Boundary	Power-cable photo trees
Trees and Hedges Northern Boundary	OK
Trees and Hedges Eastern Boundary	OK.
Water Butts	As marked 'O'
Entrance Gates x2	North gate: Post is compromised - gate will not move freely.

Inspection carried out by (Print name):

K. OAKLEY

Signed:

K. Oakley

TOLLESBURY PARISH COUNCIL STATION ROAD ALLOTMENTS

GATE

SOUTHERN BOUNDARY

WATER TAP
WATER BUTT

E
A
S
T
E
R
N

B
O
U
N
D
A
R
Y

31

29

26

23A 23B

18

15

11

6A 6B

1

30

27

24

19A 19B

16

12

7

2

25 (28)

21

17A 17B

13A 13B

8A 8B

3

WATER TAP

20

14

9

4

10 (5)

NORTHERN BOUNDARY

Date of inspection: 5.2.07 5050

ALLOTMENTS
BOUNDARY OPEN AREA INSPECTION REPORT

**ROUTINE OPEN AREAS INSPECTION REPORT
WOODROLFE GREEN**

Date of Inspection: 22 Oct 2020

	Comments
Bench	OK
Litter Bins x 2	OK
Dog Bin	OK
Trees	Dead branch. x

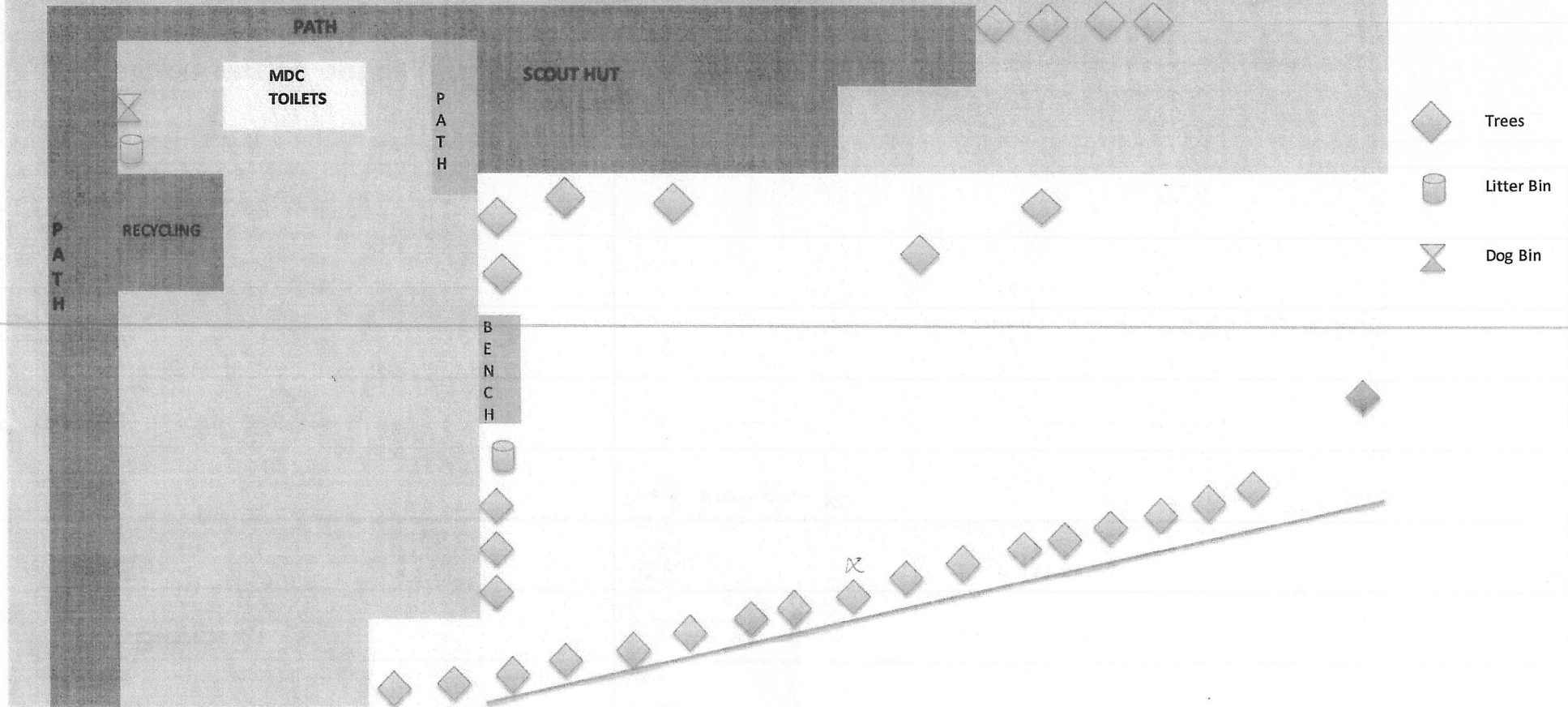
Inspection carried out by (Print name):

K. OAKLEY

Signed:

K. Oakley

TOLLESBURY PARISH COUNCIL WOODROLFE GREEN



Comments

Date of inspection: 25.09.2020

WOODROLFE GREEN
VOLUNTARY OPEN SPACE INSPECTION REPORT

REPORT FOR TOLLESBURY PARISH COUNCIL

REMEMBRANCE DAY 2020 – Sunday 8 November 2020

INTRODUCTION

This year owing to Covid-19 we will not be able to hold our parade or the indoor remembrance service in Tollesbury Congregational Church to remember and commemorate the sacrifices made by our armed forces during both world wars. Instead it is intended to hold an outdoor service at the War Memorial outside St Mary's Church, with only a limited number of people being permitted in the church yard; determined by the social distancing guidelines.

A zoom meeting was held on 13th October attended by Councillor Roy Clare (Chair), Revd Sarah Clare, Revd Tracey Caswell, Councillor Vikki Chambers, Michelle Curtis (Parish Clerk), Churchwardens Denise Davidson and Clive Notley and RBL Chair Malcolm Cousens, where events for the day were discussed. It was agreed that the service should involve the minimum number of people as possible; and that social distancing and other Covid-safe precautions should always be maintained.

The minutes of the meeting were recorded by Michelle Curtis and are appended.

PLANNED PROGRAMME (the following is an extract from information being published in the forthcoming Parish Magazine; and by RBL on Facebook)

This year's commemoration will look rather different to previous years, but the act of remembering and commemorating the sacrifices made by so many will be as powerful and meaningful as ever. The churchyard will be closed to the public until noon on the morning of the service. Because of social distancing we plan to hold a shorter service involving very few people, outside St Mary's church around the war memorial. It will be live-streamed, beginning at **10.35**, on '*St Mary The Virgin Church, Tollesbury*' YouTube site. The Legion Chairman will read the Roll of Honour, the silent tribute and The Kohima Epitaph and wreathes will be laid. Just before 11am bugler Peter Sheldrick will play the Last Post, followed two minutes later by the Reveille.

Residents are invited to follow the service online and share the 2 minutes' silence from their doorsteps. In the week before: Wear poppies - available from the RBL clubhouse, most retail outlets, public houses in Tollesbury, Tolleshunt D'Arcy, Goldhanger, Tolleshunt Major and Little Totham, or online from the RBL; Print a poppy and stick it in windows - various poppy templates will be available from the Legion's clubhouse/online from the RBL, for children to colour in; Donate online to the Royal British Legion, where need is even greater today; Bring a pebble to the 'stone cross' in the churchyard, as a personal act of remembrance, from **5-12 November** (but please not on the morning of the 8th); decorate it with a poppy or something else meaningful (separate article in parish mag). As it will be difficult to manage lots of safely distanced groups in the Square, people are asked to stay at home this year. Those who must be there will wear a face covering. Together we can make this a memorable day. The important thing is that we pause to **remember**. We will once again commemorate all those who made the ultimate sacrifice, that we might all live in peace

RISK ASSESSMENT

A risk assessment has been carried out by Malcolm Cousens, Chair Tollesbury Royal British Legion and the risk is deemed to be low. A copy is appended

RECOMMENDATION

The Parish Council is invited to note the plans and approve the risk profile

25 October 2020

Present: Cllr Vikki Chambers
Rev. Tracey Harvey
Rev. Sarah Clare
Malcolm Cousens – Royal British Legion
Clive Notley
Denise Davidson

In the Chair: Cllr Clare

Clerk: Michelle Curtis

1. Welcome

The Chairman welcomed everyone to the meeting.

2. Scope of the Working Group

The Chairman reported that the Parish Council unanimously agreed to the Memorandum of Understanding and are keen to support the Remembrance Day Service.

The Chairman advised that due to recent changes the Royal British Legion (RBL) are no longer able to lead on the organisation of Remembrance Service Parades and lots of Councils are stepping up to support. The Parish Council are supporting Malcolm in the planning of the event. The event will be lead by the Parish Council but the RBL will assist in every way to manage the event.

3. Review of the Royal British Legion Plan for 8th November 2020

Malcolm explained that due to the current COVID-19 situation, the plan for 2020 is straightforward. There will be no parade, no band, and no members of the youth organisations. The service will be constrained to the War Memorial at St Mary's Church.

There will be no door-to-door poppy appeal and the RBL have instructed to only do 10%-20% of normal outlets. People who are unable to get to the shops will be able to purchase poppies online. Downloadable poppies are also available on the RBL website which can be displayed in the window.

Rev Harvey reported that Rev Clare had put together a shortened service around the memorial. The service will include a short welcome and address, Former Major Kennedy will speak, there will be reading from the bible and prayers.

Malcolm advised there will be a maximum of four wreaths being laid:

- Parish Council
- Army (RBL)
- Fire Service
- Police Service

Other people would be discouraged from attending the service but it is possible to have bubbles of six around the Churchyard.

Denise confirmed that you can have 8 bubbles around the memorial.

Rev Harvey stated that for the safety of others we do not want people coming to the Churchyard.

It was suggested that the service was recorded and uploaded to Facebook Live or YouTube Live. It was agreed this was a good idea.

Action: Cllr Chambers agreed to find a suitable person to do the recording.

Clive suggested that people may also like to do a 2-minute silence on their doorstep.

4. Consider risks foreseen and agreed on public safety measures

There are three elements to safety:

- 1) How will we ensure space outside the Churchyard should residents attend
- 2) Traffic for the road outside the Churchyard
- 3) Face coverings, sanitiser for microphone

Malcolm advised that they will provide Marshalls. The Marshalls will be briefed by Malcolm and have hi-vis jackets and walkie-talkies to liaise with each other.

Clive agree to padlock the gate at East Street to stop access.

It was agreed that face-coverings are to be worn.

Roy stated that the live stream was important and suggested a trial run.

Action: Rev Harvey to liaise with Cllr Chambers.

Malcolm to prepare a Risk Assessment to be submitted to the Parish Council for consideration at their next meeting. Malcolm to also share the Risk Assessment with Clive.

5. Any other business

The timings for the service on 8th November 2020 were agreed. Malcolm would read the Roll of Honour and just before 11.00 am Peter Sheldrick would play The Last Post.

Unfortunately, due to current COVID restrictions, it would not be possible to fly the flag as the Church Tower is not accessible.

A 'stone cross' will be in place in the Churchyard as a personal act of remembrance. It will be in place between 5th and 12th November 2020.

Rev Clare to prepare an article for the Parish Magazine providing information to residents regarding the Remembrance Service.

Action: Rev Clare to circulate to those in attendance before submitting to the Parish Magazine.

The Chairman closed the Meeting at 8.30 pm.

Signed.....

Date

Organisation: Tollesbury Royal British Legion Assessment carried out by: Malcolm Cousens

Date of next review: October 2021

Date assessment was carried out: October 2020

Remembrance Service at Tollesbury's War Memorial St Marys Church

Remembrance Service at the War Memorial St Marys Church Tollesbury

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk calculation (severity x likelihood)
Vehicle movements Church Street	Members of the public watching the service	Providing road marshals at the north end of Church Street and at junction of Church Street & Elysian Gardens	Marshals to prevent vehicles entering Church Street outside the entrance to St Mary's Church. Marshals to wear high visibility clothing and to have two way communication	Marshals x 2 RBL	From 1025am 8 th November until completion of service	5
Social distancing at the War Memorial	Those taking part in service	Ensure there is sufficient space around the war memorial to enable social distancing. Restricted access to the War Memorial prior and during service	Ground to be marked out indicating where all those taking part in the service are to stand. Minimum of 2 metres between each marked spot. Face masks to be worn.	RBL Church Wardens	1015am 8 th November	2
Social distancing in road way outside church gates	Members of the public watching the service	Road way and pavement to be marked out indicating where all those watching the service are to stand. Minimum of 2 metres between each marked spot	Face masks to be worn. People will be advised not to attend the service	RBL	1015am 8 th November	2

A risk assessment has been carried out by Malcolm Cousens Chairman Tollesbury Royal British Legion and the risk is deemed to be low.

Risk assessment is low ie Risk score of 1 – 6 are deemed acceptable Risk score of 7 –12 are deemed tolerable Risk score of 15+ are deemed unacceptable



38 Thurstable Road
Tollesbury
Maldon
Essex CM9 8SG

01621 868124

14th October 2020

Michelle Curtis
Parish Clerk
Tollesbury Parish Council

Dear Michelle,

Unfortunately as I know you are aware that this year due to COVID-19 restrictions there will not be a parade or Remembrance Service at the Chapel; however a short outdoor service will be held at Tollesbury War Memorial St Mary's Church on Sunday 8th November commencing at approximately 10.35 am.

I would be grateful if you would inform me in due course whether a representative from the Parish Council will be taking part in the Remembrance Service and lay a wreath at the War Memorial.

If you do attend your Poppy Wreath will be ready for collection from the church on Remembrance Sunday. The cost of the wreath is £19.

I look forward to hearing from you soon.

Yours sincerely,

Malcolm Cousens

Branch Chairman & Poppy Appeal Organiser

Tollesbury & Salcott Parish Magazine

c/o The Stables, East Street Tollesbury, CM9 8QD
01621 869415 parishmagadvert44@gmail.com
10th October 2020

Dear Advertiser

Tollesbury & Salcott Parish Magazine Advertising for 2021:

DEADLINE: 5am, MONDAY 9th NOVEMBER 2020

Thank you so much for supporting the Parish Magazine by placing an advert with us this year: it really is appreciated, and I hope it has been beneficial to you as well.

We're now allocating space for 2021. Prices and terms are enclosed, and I'm pleased to say that pricing remains the same as for the last two years.

Colour adverts

We plan to continue with the following colour advertising space in the coming year:

3 x A4 cover sides
8 x A4 sides in the centre

The deadline for the January '21 issue is 5am on Monday 9th November 2020, but as positioning within the magazine is on a first-come, first-served basis, you're welcome to apply well in advance (!)

Positioning: Some placements – particularly the colour pages – may sell out quickly, so please do call to check availability. If your preferred position isn't available, I'll discuss an alternative with you, and if it becomes available during the year, then of course I'll let you know.

Artwork: Unless you say otherwise we'll re-use your existing ad. If you'd like to change it though, please can you send the revised artwork to me, in Word or .JPG format to the address above. Thank you.

To apply: You can apply using the enclosed form, on paper or by email (addresses are above). Or, new for 2021, we can now take online applications at: <https://tinyurl.com/yy5cer94>.

Magazine distribution

We print almost 600 copies of each magazine, and they are distributed to houses and businesses in Tollesbury, Salcott-cum-Virley, Tolleshunt D'Arcy and Tolleshunt Major.

Payment: You can pay by cheque or BACS, and payment details are on the form. If you require an invoice and / or receipt, please do ask.

I look forward to being of service, and to receiving your support for this great magazine during 2021.

With warmest regards

Emma Stephens

Emma Stephens, on behalf of TOLLESBURY & SALCOTT PARISH MAGAZINE

Encs: 2021 ADVERTISING ORDER FORM
2021 TERMS AND CONDITIONS OF BUSINESS

Please note the **change of postal address** (above), as I've just taken over this long-vacant role. A huge thank you and well done go to the team for keeping advertising afloat for the last two years.

Tollesbury and Salcott Parish Magazine 2021 TERMS AND CONDITIONS OF BUSINESS

In these Terms and Conditions, "we", "our", "us" and "Magazine" refer to the Tollesbury and Salcott Parish Magazine; "you" and "your" refer to the company or individual named in your completed and signed 2021 Advertising Order Form.

1. Forthcoming Deadline dates are published in each Magazine.
2. An Order comprises all of the following, and we must receive all three of these from you before the relevant Deadline, to print your advertisement:
 - Your completed and signed 2021 Advertising Order Form; and
 - Your correct payment; and
 - Your advertisement artwork.
3. An Order for up to two issues cannot be cancelled.
4. An Order for three or more issues can be cancelled from issue three onwards, by giving notice in writing at least 7 working days before the relevant Deadline, to parishmagadvert44@gmail.com or The Stables, East Street, Tollesbury, CM9 8QD. Any refund due will be calculated as follows: Amount paid less (Price per issue at single issue rate x Number of published issues).
5. We will make reasonable efforts to obtain your Order from you, but it is your responsibility to supply it by the relevant Deadline.
 - If we do not receive your payment by the relevant Deadline, we will not publish your advertisement.
 - If we receive your payment by the relevant Deadline but not your artwork, we reserve the right to design and publish a suitable advertisement as we see fit.
 - If we receive your payment by the relevant Deadline but not your Order Form we will try to contact you and / or work out your intentions, but we reserve the right to publish what we think you intended.
6. Payments must be made either:
 - By cheque, payable to "Tollesbury St Mary's PCC", or
 - By BACS transfer to "Tollesbury St Mary's PCC" Barclays account 90187917, sort code 20 97 40, with the reference "MagAd" + your name or business name.
7. Orders for colour advertising will be allocated on a strictly first-come first-served basis. If we are unable to print your advert in colour we will notify you; print it in black; and refund the difference by arrangement.
8. The Magazine is distributed to businesses and households in: Tollesbury, Salcott-cum-Virley, Tolleshunt D'Arcy and Tolleshunt Major but we reserve the right to alter the distribution.

Tollesbury and Salcott Parish Magazine 2021 ADVERTISING ORDER FORM

DEADLINE FOR JANUARY ISSUE: 5am, MONDAY 9th NOVEMBER 2020

Name / Company

Please reserve me advertising space in the Magazine for 2021 as per instructions below.

ARTWORK: I would like (please select)

- ☐ To continue my existing artwork
- ☐ New artwork, which I am emailing to parishmagadvert44@gmail.com

PRICING: (please select)

Size	Position	Orientation	Black per issue (min 2)	Black p/a (12 issues)	Colour p/a (12 issues)
A6 (1/4 page)	Standard	Portrait	£10	£65	n/a
A5 (1/2 page)	Standard	Landscape	£20	£130	n/a
A4 (full page)	Standard	Portrait	£40	£260	n/a
A6	Centre fold*	Portrait	n/a	n/a	£110
A5	Centre fold*	Landscape	n/a	n/a	£220
A4	Centre fold*	Portrait	n/a	n/a	£440
A6	Inside cover*	Portrait	n/a	n/a	£125
A5	Inside cover*	Landscape	n/a	n/a	£250
A4	Rear cover*	Portrait	n/a	n/a	£500

* Please do call 01621 869415 to check availability

PAYMENT: (please select)

- ☐ I enclose a cheque, payable to Tollesbury St Mary's PCC
- ☐ I have paid by BACS to the following Barclays account:
- Number: 90187917 Name: Tollesbury St Mary's PCC
- Sort code: 20 97 40 Ref: "MagAd" + your name or company name

AGREEMENT: I have read and agree to the terms and conditions, and I am aware that positioning within the magazine is subject to availability.

Company name (or individual) (please print)

Contact name (if different) (please print)

Address

Tel(s)

<input style="width: 100%;" type="text"/>	Post code	<input style="width: 100%;" type="text"/>
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Email (please print)

Contact by

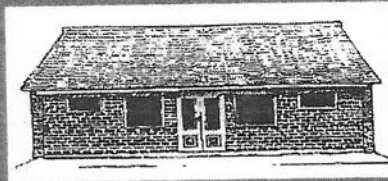
Email	<input style="width: 100%;" type="text"/>	Paper	<input style="width: 100%;" type="text"/>	Date	<input style="width: 100%;" type="text"/>
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Signed

Please return this form to:

parishmagadvert44@gmail.com - or - The Stables, East Street, Tollesbury, CM9 8QD
(next to the Congregational Church, drive leading out of the layby)
Any queries please do call 01621 869415

FOR HIRE



THE PAVILION VICTORY RECREATION GROUND

AVAILABLE TO HIRE FOR MEETINGS, CLUBS,
CHILDRENS PARTIES
(UP TO 11 YEARS OLD)

CONTACT THE PARISH CLERK FOR DETAILS
OF RATES AND BOOKINGS

PARISH CLERK, MICHELLE CURTIS
TEL: 01621 869039
EMAIL: tollesburypc@btinternet.com

October 2020

Community Engagement Parish Council Survey

Further to our recent email we would really like to know how satisfied you are with the service you receive and to understand the service you require for the next financial year.

We will shortly be reviewing what we do and how we do it, so we can deliver an efficient and effective service that benefits your community and fulfils our contractual obligations to you as a Parish, ensuring you receive value for money.

The information you provide will help us do this.

Name of Parish Council:

1. Are you satisfied with the service that you receive?

Yes

No

If No, please explain your answer:

2. What do you think we do well?

3. What do you think needs improving?

4. How can we improve this?

5. Are there any other services you would like the team to provide?

6. Will you be renewing your contract for 2021/22?

Yes

No

If Yes, please advise what services you are likely to require.

If No, please explain your answer

7. How many hours are you likely to require for 2021/22?

Any other comments:

Thank you for taking the time to complete this survey, the information you have provided will help shape the future of our service.

Please send your response back to nicola.syder@maldon.gov.uk or pat.mackshea@maldon.gov.uk by 30th November 2020.