



## **Tollesbury Parish Council**

Notice is hereby given that the virtual Meeting of **TOLLESBURY PARISH COUNCIL** will be held on Tuesday 1<sup>st</sup> December 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

24<sup>th</sup> November 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

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**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 20<sup>th</sup> October 2020 #
7. **Finance**
  - 7.1 To receive and approve the Monthly Financial Report as at 31<sup>st</sup> October 2020 #
  - 7.2 To consider proposal from the Woodup Pool Committee to transfer the unspent Woodup Pool funds to the Woodup Pool Earmarked Funds. \*
  - 7.3 To receive and approve the Payments #
8. **External Audit**  
To receive External Audit Report and Certificate 2019/20. \*
9. **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](http://www.maldon.gov.uk)).

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

**Application No:** 20/01097/HOUSE PP-09195216

**Proposal:** First floor extension

**Location:** 6 Crescent Road Tollesbury

**Application No:** 20/01113/HOUSE PP-09209779

**Proposal:** 1st floor extension, alterations to fenestration and internal alterations.

**Location:** The Studio Woodrolfe Farm Lane Tollesbury

**Application No:** 20/01147/HOUSE PP-09127746

**Proposal:** Single storey rear/ side extension. Roof addition including roof lights and flue pipe. Changes to fenestration.

**Location:** White Leighs 44 Woodrolfe Road Tollesbury



**Application No:** 20/01138/HOUSE

**Proposal:** Single storey front and rear extensions

**Location:** 7 Valkyrie Close Tollesbury

**Application No:** FUL/MAL/20/01120 PP-09213935

**Proposal:** Conversion of hay barn and stables to a dwelling

**Location:** Land Adjacent To Ivystone Cottage Back Road Tolleshunt D'Arcy

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

**10. Recreation Ground**

- 10.1** To receive the Minutes of the Recreation Ground Committee meeting held on 4<sup>th</sup> November 2020. #
- 10.2** To consider proposal from the Recreation Ground Committee to purchase an additional litter bin. \*
- 10.3** 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 the Minutes of the Environment & Amenity Committee meeting held on 17<sup>th</sup> November 2020. #
- 11.2** To ratify expenditure for improvements works to Woodrolfe Green. \*
- 11.3** To consider proposal from the Environment & Amenity Committee for works to the Lleylandi trees in Tollesbury Cemetery. #

**12. Woodrolfe Hard**

- 13.1** To receive the Minutes of the Woodrolfe Hard Committee meeting held on 19<sup>th</sup> November 2020. #
- 13.2** To consider proposal from the Woodrolfe Hard Committee for maintenance work at Woodrolfe Hard. #

**13. Woodup Pool**

- 13.1** To receive the Minutes of the Woodup Pool Meeting on 10<sup>th</sup> November 2020. #



**14. Neighbourhood Plan**

To receive an update on the Neighbourhood Plan

**15. Policies**

To adopt the Recruitment of Ex-Offenders Policy. \*

**16. Terms of Reference**

To receive the Draft Tollesbury Strategic Futures Panel (Climate Change) Terms of Reference. \*

**17. Bradwell B**

To consider invitation from Bradwell B for a virtual meeting for an update on Bradwell B.

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

**18.1** To receive the Police Reports (confidential) and discuss policing matters within the village to feedback to Essex Police #

**18.2** To receive the CPO Report for October 2020 \*

**18.3** To receive information on Marine Policing. \*

**19. Administration**

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

**20. Community Concerns**

To receive information only or note future agenda items.

**21. Dates of the Next Meetings**

**Monday 14<sup>th</sup> December 2020 – Woodup Pool Committee Meeting - 7.30 pm**

Agenda items for consideration at the Woodup Pool Committee Meeting to be sent to the Clerk by Monday, 7<sup>th</sup> December 2020, at the latest.

**Tuesday 15<sup>th</sup> 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, 7<sup>th</sup> December 2020, at the latest.

**Tuesday 12<sup>th</sup> January 2021 - Full Council Meeting - 7.30 pm**

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 4<sup>th</sup> January 2021, 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



**TOLLESBURY**  
PARISH  
COUNCIL

**WOODUP POOL  
PROPOSAL 20/11/2020**

## **WOODUP POOL**

At the Woodup Pool Committee meeting held on 10<sup>th</sup> November 2020, the Committee discussed the need for the sluice gate to be replaced in time for the 2021 season.

The Committee would like to propose that the following unspent funds from the 2020/21 Woodup Pool budget are transferred to the Woodup Pool Earmarked Funds:

Rangers/CPOs	£400
Toilet	£1100
Litter Collection	£350
<b>TOTAL</b>	<b>£1850</b>

**Clerk:** Michelle Curtis

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## Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Tollesbury Parish Council – EX0254**

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP* SIGNATURE REQUIRED

Date

25/09/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 20<sup>th</sup> November 2020**



**WTPO/MAL/20/00933      Tollesbury West**  
T1 Silver Birch - 8-10 metre crown reduction  
Graces 40 Church Street Tollesbury Essex  
(UPRN - 100090557591)  
Mrs Jean Brown

**REFUSE** for the following reasons:-

The proposed works would unnecessarily and unjustifiably substantially reduce the size and visibility of the tree to the detriment of the amenity value that the tree offers to the character and appearance of the area.

Officer: Hayleigh Parker-Haines  
Dated : 18/11/2020

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 20<sup>th</sup> November 2020**



**FUL/MAL/20/00747      Tollesbury East**

Demolition of existing residential garage and the erection of a one and a half storey cottage with two bedrooms and ancillary parking  
Land Adjacent 113A Mell Road Tollesbury Essex  
(UPRN - 010014001518)  
Mr & Mrs C Stevenson

**APPROVE** subject to the following conditions:-

**1      CONDITION**

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

**REASON**

To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

**2      CONDITION**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents: 2004/loc01; 2004/03 Rev D; 2004/04; 2004/05

**REASON**

To ensure that the development is carried out in accordance with the details as approved.

**3      CONDITION**

Prior to their use in the development hereby approved, high quality photographs and written details of the materials to be used in the construction of the development hereby approved shall have been submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved details.

**REASON**

In the interest of the character and appearance of the area in accordance with policy D1 and D3 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.



4 CONDITION

Prior to the installation of any doors or windows as part of the development hereby approved, large scale drawings [1:20] shall have been submitted to show all new window frames, external doors and door frames including sections through the head, jamb, cill and glazing bars. The details shall be submitted to and approved in writing by local planning authority. The development shall be carried out in accordance with the approved details and retained as such thereafter.

REASON

In the interest of the character and appearance of the area in accordance with policy D1 and D3 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

5 CONDITION

Notwithstanding the provisions of Article 3 of the Town & Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order amending, revoking or re-enacting that Order) no garages, extensions, separate buildings (other than ancillary outbuildings not exceeding 10 cubic metres in volume), rooflights or any other openings in any elevation shall be erected or inserted within the site/property without planning permission having been obtained from the local planning authority.

REASON

In the interest of the character and appearance of the area and to ensure sufficient amenity space remains at the site in accordance with policy D1, D3 and H4 of the approved Local Development Plan and guidance contained within the Maldon District Design Guide.

6 CONDITION

Prior to first use/occupation of the development hereby approved, details of the siting, height, design and materials of the treatment of all boundaries including gates, fences, walls, railings and piers shall be submitted to and approved in writing by the local planning authority. The screening as approved shall be constructed prior to the first use/occupation of the development to which it relates and be retained as such thereafter.

REASON

To ensure that the details of the development are satisfactory in accordance with policy D1 of the Maldon District Local Development Plan and the guidance contained in the Maldon District Design Guide SPD.

7 CONDITION

Prior to the first occupation of the development hereby approved details of both hard and soft landscape works to be carried out have been submitted to and approved in writing by the Local Planning Authority. These details shall include the layout of the hard-landscaped areas with the materials and finishes to be used and details of the soft landscape works including schedules of shrubs and trees to be planted, noting the species, stock size, proposed numbers / densities and details of the planting scheme's implementation, aftercare and maintenance programme. The hard landscape works shall be carried out as approved prior to the beneficial occupation of the development hereby approved unless otherwise first agreed in writing by the Local Planning Authority. The soft landscape works shall be carried out as approved within the first available planting season (October to March inclusive) following the commencement of the development, unless otherwise first agreed in writing by the Local Planning Authority.

If within a period of five years from the date of the planting of any tree or plant, or any tree or plant planted in its replacement, is removed, uprooted, destroyed, dies, or becomes, in the opinion of the Local Planning Authority, seriously damaged or defective, another tree or plant of the same species and size as that originally planted shall be planted in the same place, unless the Local Planning Authority gives its written consent to any variation. The development shall be carried out in accordance with the approved details.

REASON

To secure appropriate landscaping of the site in the interests of visual amenity and the character of the area in accordance with policy D1 of the adopted Maldon District Local Plan and the NPPF.

8 CONDITION

No development works above ground level shall occur until details of the foul drainage scheme to serve the development shall be submitted to and agreed in writing by the local planning authority. The agreed scheme shall be implemented prior to the first occupation of the development.

REASON

To ensure that no flood risk is presented to the occupiers of adjacent land and to prevent potential pollution in accordance with policy D5 of the Maldon District Local Development Plan.

9 CONDITION

No works related to the alteration of ground levels at the site and no works above ground level shall occur until details of existing ground levels and proposed finished ground levels, and their relationship to the adjoining land, and floor levels have been submitted to and approved in writing by the local

planning authority. The development shall be carried out in accordance with the approved details.

REASON

To ensure that the details of the development are satisfactory in accordance with policy D1 of the Maldon District Local Development Plan and the guidance contained in the Maldon District Design Guide SPD.

10 CONDITION

The dwelling hereby approved shall not be occupied until the car parking spaces shown on drawing no. 2004/03 Rev D Block Plan have been laid out and those spaces shall thereafter be kept available for such purposes in perpetuity.

REASON

To ensure appropriate parking is retained in accordance with the Maldon District Vehicle Parking Standards SPD, policies D1 and T2 of the Maldon District Local Development Plan and the guidance contained within the National Planning Policy Framework.

11 CONDITION

All loading/unloading/reception and storage of building materials and the manoeuvring of all vehicles including construction traffic shall be undertaken within the application site, clear of the public highway.

REASON

In the interests of highway safety, in accordance with policies D1 and T2 of the Maldon District Local Development Plan and the guidance contained within the National Planning Policy Framework.

12 CONDITION

No unbound material shall be used in the surface treatment of the vehicular access within 6 metres of the highway boundary.

REASON

To avoid displacement of loose material onto the highway in the interests of highway safety in accordance in accordance D1 and T2 of the Maldon District Local Development plan and the guidance in the National Planning Policy Framework.

13 CONDITION

There shall be no discharge of surface water from the development onto the Highway.

## REASON

To prevent hazards caused by water flowing onto the highway and to avoid the formation of ice on the highway in the interests of highway safety in accordance with Policy T2 of the approved Maldon District Local Development Plan.

## INFORMATIVES

### 1 Refuse and Recycling

The applicant should consult the Waste and Street Scene Team at Maldon District Council to ensure that adequate and suitable facilities for the storage and collection of domestic waste and recyclables are agreed, and that the site road is constructed to accommodate the size and weight of the Council's collection vehicles.

### 2 Land Contamination

Should the existence of any contaminated ground or groundwater conditions and/or hazardous soil gases be found that were not previously identified or not considered in a scheme agreed in writing with the Local Planning Authority, the site or part thereof shall be re-assessed and a scheme to bring the site to a suitable condition shall be submitted to and agreed in writing with the Local Planning Authority. A "suitable condition" means one in that represents an acceptable risk to human health, the water environment, property and ecosystems and scheduled ancient monuments and cannot be determined as contaminated land under Part 2A of the Environmental Protection Act 1990 now or in the future. The work will be undertaken by a competent person in accordance with the Essex Contaminated Land Consortium's Land Contamination Technical Guidance For Applicants and Developers and UK best-practice guidance.

### 3 Construction

The applicant should ensure the control of nuisances during construction works to preserve the amenity of the area and avoid nuisances to neighbours:

- a) No waste materials should be burnt on the site, instead being removed by licensed waste contractors;
- b) No dust emissions should leave the boundary of the site;
- c) Consideration should be taken to restricting the duration of noisy activities and in locating them away from the periphery of the site;
- d) Hours of works: works should only be undertaken between 0730 hours and 1800 hours on weekdays; between 0800 hours and 1300 hours on Saturdays and not at any time on Sundays and Public Holidays.

If it is known or there is the likelihood that there will be the requirement to work outside of these hours or there will be periods where the will be

excessive noise that will significantly impact on sensitive receptors Environmental Health at Maldon District Council must be notified prior to the works as soon as is reasonably practicable. The developer is advised to consult nearby sensitive noise premises and may be advised to apply for a Prior Consent under Section 61 of the Control of Pollution Act 1974.

Care must be taken to prevent the pollution of ground and surface waters. This will include during works and the location of any hazardous materials including fuel from vehicles and equipment.

Where any soils that are known to be contaminated are being excavated or exposed a site waste plan must be prepared in order to store treat and dispose of the materials in accordance with the waste duty of care. It is recommended that advice is sought from the Environment Agency on this matter.

Where there is requirement for dewatering the site the relevant consent must be sought from the Environment Agency

Where there is a requirement to obstruct or alter watercourses a consent under section 23 of the Land Drainage Act must be obtained from Essex County Council.

#### 4. Small Sewage Treatment Plants

When a sewage treatment plant or septic tank is installed the applicant must ensure that the plant and receiving watercourse complies with DEFRA's general binding rules. Please note that if the general binding rules cannot be complied with you may need to apply for an Environmental Permit to use the system. Please see [www.gov.uk](http://www.gov.uk) for more information on General binding rules for small sewage discharges.

#### 5 Alteration to an Ordinary Watercourse

Under Section 23 of the Land Drainage Act 1991, prior written consent from the Lead Local Flood Authority (Essex County Council) is required to construct any culvert (pipe) or structure (such as a dam or weir) to control, or alter the flow of water within an ordinary watercourse. Ordinary watercourses include ditches, drains and any other networks of water which are not classed as Main River.

If you believe you need to apply for consent, further information and the required application forms can be found at [www.essex.gov.uk/flooding](http://www.essex.gov.uk/flooding). Alternatively you can email any queries to Essex County Council via [watercourse.regulation@essex.gov.uk](mailto:watercourse.regulation@essex.gov.uk).

Planning permission does not negate the requirement for consent, and full details of the work you propose will be required at least two months before you intend to start.

## 6 Timing of submission of details

It is recommended that the developer seeks to discharge conditions at the earliest opportunity and in many respects it would be logical to do so before development commences. This is particularly the case with conditions which begin with the wording "no development works above ground level shall occur until..." because this will help to ensure that the developer does not go to the risk of incurring costs from commencing development and then finding issues which are difficult to comply with or which may then require the correction of works that have been undertaken.

### **POSITIVE AND PROACTIVE STATEMENT**

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Hannah Dungate  
Dated : 13/11/2020

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 6<sup>th</sup> November 2020**



**TCA/MAL/20/00932      Tollesbury East**

Beech Trees T1, T2, T3, T4 - Prune to previous pruning points. T1 diseased and all for excessive shade.

T4 - Reduce overall height by 2-3 metres

Silver Birch T6 remove sublateral causing excessive shading.

Silver Birch T8 and T9 - Reduce height by 2-3 metres due to proximity to buildings and remove sublaterals over garage/close to house.

White Poplar T2A - Reduce overhand by up to 4 metres as per previous management

Shamrock IV 4 Churchacre Hall Road Tollesbury  
(UPRN - 100091258265)

Mr. Michael Goddard

**ALLOWED TO PROCEED**

Officer: Hayleigh Parker-Haines

Dated : 03/11/2020

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**TOLLESBURY  
PARISH  
COUNCIL**

## **RECREATION GROUND PROPOSAL**

### **RECREATION GROUND**

At the Recreation Ground Committee meeting held on 4<sup>th</sup> November 2020, the Committee discussed the need for an additional litter bin at the Recreation Ground.

The Committee would like to propose that the following litter bin (the same as the one outside McColls) is purchased to be fixed to the Pavilion:



This 'eco' bin is manufactured from durable, British bought galvanised steel, which is expertly primed, cured and powder coated to offer a superior durability and excellent corrosion resistance. A 5mm heavy duty steel base provides a sturdy bottom to the bin, which comes pre-drilled for ground fixing. The bin can be securely fixed using rawl bolts or alternatively can be secured with a ground anchor in freshly laid concrete.

These MLB/90 Eco litter bins come with a standard 10 year anti-perforation warranty and a 1 year parts and labour guarantee. The bin has smooth sides and collects 90 litres of waste in a premium quality galvanised steel liner.

Height 955mm – Width – 485mm – Depth – 334mm

Supplier: Wybone

Cost: Bin £251.99 - Delivery: £18.00 – **TOTAL: £269.99 inclusive of VAT**

Funds to be spent from Recreation Ground Maintenance Budget.

**Clerk:** Michelle Curtis

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

**Telephone:** 01621 869039. **Email:** clerk@tollesburyparishcouncil.gov.uk





**TOLLESBURY**  
PARISH  
COUNCIL

## **ENVIRONMENT & AMENITY PROPOSAL**

### **WOODROLFE GREEN**

At the Environment and Amenity meeting on 17<sup>th</sup> November 2020, the Committee had further discussion regarding Woodrolfe Green.

Due to the need for the work to be carried out as soon as possible, the Chairman agreed the following expenditure and would like to the Parish Council to ratify the expenditure:

Supply and installation of 3 bollards (new entrance)	£300
Temporary repair to potholes	£190
New signage	£69.90
Posts for signage	£38.95
Installation of signage	£80.00

**Clerk:** Michelle Curtis

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# Recruitment of Ex-Offenders Policy

**Clerk:** Michelle Curtis

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## **RECRUITMENT OF EX-OFFENDERS POLICY**

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Tollesbury Parish Council complies fully with the DBS Code of Practice. Tollesbury Parish Council undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. All applicants will be treated fairly as part of our Equal Opportunities policy, which outlines our commitment to the fair treatment of staff, potential staff and service users, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

A Disclosure is only requested if it is both proportionate and relevant to the position concerned and relates only to any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Tollesbury Parish Council and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

In exceptional circumstances, we may authorise the person selected to start work for an agreed period before the Disclosure is received. However, they will not be able to work unsupervised with children, young people or vulnerable adults until a satisfactory Disclosure is received.

Unless the nature of the position allows Tollesbury Parish Council to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 and DBS procedures which filter out old and minor convictions and cautions.

We ensure that all those in Tollesbury Parish Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have



received appropriate guidance and/or training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview we ensure that a discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position could lead to withdrawal of an offer of employment.

We make every subject of DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

Version	Details of Changes	Date	Approver
V1.0	Adopted – M&DCVS Template September 2013	01/12/2020	TPC
	<b>Next Review – November 2022</b>		

**DRAFT** TERMS OF REFERENCE

## **TOLLESBURY STRATEGIC FUTURES PANEL**

### **1. Context**

Over the next 100 years Tollesbury Parish ('The Parish') will be impacted by multiple strategic factors beyond the control of Tollesbury Parish Council ('The Council').

Climate change will dominate. Others will include population growth, development of built environment, evolution of technology, changes in land use and coastline management, and marine and wildlife conservation.

The pressures on the resources of The Parish will bring risks to local prosperity, well-being and quality of life that require managing – some locally, others nationally.

The issues will range from sustaining provision of essential infrastructure (housing, health care, education, communications, transport, utilities, recreation, marine navigation, sewage and drainage) to implementing measures to combat sea level rise, storm surge, surface water flooding, drought and biodiversity loss.

### **2. Purpose**

The Tollesbury Strategic Futures Panel ('The Panel') is commissioned to collate evidence about the potential natural and anthropogenic challenges for residents, workers and visitors and for the terrestrial and marine assets of The Parish to 2105. (The timespan aligns with common practice among competent authorities).

The Panel is to make an informed evaluation from social, economic and cultural perspectives; the conclusions and recommendations are to be submitted to The Council ('The Report').

The Council will not be bound by any recommendations made by The Panel but shall draw on The Report when responding to stakeholder consultations and when making representations to external authorities/agencies and non-governmental organisations.

### **3. Scope**

The Panel is free to consider inputs from all sources.

The Report shall consider possible responses and policies to prepare for and mitigate significant risks to local prosperity, well-being and quality of life, as foreseen for the period 2025 to 2070.

The Panel shall prioritise The Report's recommendations to mitigate a comprehensive spectrum of risks facing The Parish – whether the corresponding actions would be implemented at local, regional and/or national levels.

#### **4. Principles**

The Panel shall act in good faith and with due regard to the seven principles of public life.

#### **5. Membership**

- a. Membership shall consist of not more than 6 Members, a minimum of 3 of whom shall be Tollesbury Parish Councillors ('Councillors').
- b. Members may be co-opted based on their specialist knowledge, or the relevant professional organisation they represent.
- c. The Chair of the Panel shall be a Councillor, elected as per Standing Orders 4d(vii). A Vice-Chair shall also be appointed.
- d. The Panel is not a decision-making group; it is non-voting. Its updates and The Report shall record the views of all its Members, whether there is a consensus among them or not.
- e. A quorum for any meeting of The Panel shall include at least 2 Councillors.
- f. The Panel shall disband once The Report has been taken by The Council.

#### **6. Meetings**

- a. Meetings shall be open to the public and arranged at intervals to suit the work of The Panel.
- b. The calendar will be confirmed by the Chair in updates to The Council at least four times per year and published on The Council website.
- c. At the discretion of the Chair, the Panel may invite written or oral evidence from informed specialists and affinity groups.
- d. Proceedings shall be recorded informally, but minutes will not be published.
- e. The Report is to be submitted to The Council by the end of 2022.
- f. All updates and The Report will be published and will remain the property of The Council.

## Agenda Item 18.2

Parish / Town Council	Month	Total Number of Hours
Tollesbury	Oct-20	3
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
0	00:00	0
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
0	0	0
ASB Issues	VMO (Vehicle Moved On)	
0	7	
Any Other Details		

Date	Parish	Start	Finish	Total	Patrol Area	Assets	On Street	Off Street	Dog Fouling	School Patrol	Playsite Inspection	TRUCAM	CAPS	PCN	FPNS	VMO	ASB	ISSUES	RANGER	COMMENTS ON PATROL
08/10/20	Tollesbury	14:45	16:15	1:30:00	Station Rd, Recreational ground					Yes						5			MF	all ok
23/10/20	Tollesbury	15:00	16:30	1:30:00	School patrol, Station Road, Recreational ground					Yes						2			MF	all ok
				3:00:00										0		7				



# FIND OUT MORE INSIDE ABOUT COMMUNITY MARINE WATCH AND HOW YOU CAN BE PART OF IT

To join, please return the completed form  
overleaf by post to:

**Essex Watch Liaison Officers, c/o LPSU,  
Essex Police Headquarters, PO Box 2  
Springfield, Chelmsford  
Essex CM2 6DA**

You can also send it via email to:

**[essex.watch.liaison.officers@essex.pnn.police.uk](mailto:essex.watch.liaison.officers@essex.pnn.police.uk)**

## HOW TO REPORT INCIDENTS TO ESSEX POLICE

**DO NOT CONFRONT SUSPECTS**

**DO NOT PUT YOURSELF AT RISK FROM HARM**

- For crimes in progress now or if life is in danger, **always call 999**
- For all non-urgent crime call 101 or report online at **[essex.police.uk/doitonline](https://essex.police.uk/doitonline)**
- Email the Essex Police Marine Unit at **[marineu@essex.pnn.police.uk](mailto:marineu@essex.pnn.police.uk)**
- Alternatively call Crimestoppers anonymously on **0800 555 111** or online at **[crimestoppers-uk.org](https://crimestoppers-uk.org)**

## WHAT DO POLICE NEED WHEN REPORTING AN INCIDENT?

- Report the incident as soon as possible, stating that it is a Marine Crime incident report (when calling both 999 and 101)
- Include information such as incident location inc. landmarks or phone's GPS location
- Provide as much detail as possible about what you have seen and heard, such as descriptions of persons seen, vehicles (including make, model, colour, registration, direction of travel), and boat or watercraft involved (with any identification marks or numbers)
- Any dash cam footage or photographic evidence

## DATA PROTECTION

Data will not be provided to third parties. As a member, you consent to your details being held by Essex Police for the purposes of this scheme, as described in this leaflet.

I understand this involves regular contact by email regarding relevant crime information and advice.

**Note that police crime data documents must not be shared with non-members.**

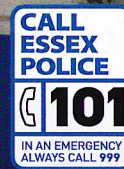
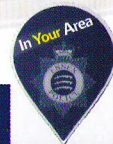
Membership can be cancelled at any time by contacting your local Essex Watch Liaison Officer or by emailing the EWLO team at: **[essex.watch.liaison.officers@essex.pnn.police.uk](mailto:essex.watch.liaison.officers@essex.pnn.police.uk)**



**Crimestoppers.**

**0800 555 111**

100% anonymous. Always.



# COMMUNITY MARINE WATCH





## ESSEX COASTLINE AND WATERWAYS

The 350 mile long Essex coast is the second longest coastline of any English county. With the River Thames Estuary to the south, the county has other navigable waterways including the rivers Lee and Stort in the west, the Chelmer and Blackwater Navigation to the east.

**Community Marine Watch** is offered as a service to the marine and freshwater communities. It is aimed at boat owners, persons who partake in water based activities, or services, local members of the public and also visitors to the coast and internal waterways of Essex.

## COMMUNITY MARINE WATCH AIMS

- To reduce any criminal activity, vandalism or theft within the community.
- To foster community spirit amongst marine and waterway users and local residents.
- Develop and encourage closer liaison between the marine and freshwater communities, Essex Police, and partner agencies.
- To encourage the use of crime prevention measures and educate those who use, live, work or visit the Essex coast or waterways.
- To encourage the reporting of all suspicious activity, including Human Trafficking and Modern Slavery.
- To protect and encourage the reporting of terrorist activity within the marine and waterways of Essex

We encourage everyone who joins **Community Marine Watch** to be active and report any activity or behaviour you believe to be suspicious or anti-social around the Essex coastline or waterways.

## WHAT ESSEX POLICE WILL DO

- Liaise with Community Marine Watch Members through a dedicated Essex Watch Liaison Officer.
- Provide members with information in relation to relevant crimes.
- Provide advice regarding security measures.
- Inform members of relevant news and events
- Work with key partners, such as Essex Waterways Ltd, Canal & River Trust, local councils, local communities and neighbouring forces to tackle marine related Crime

## USEFUL CONTACTS

To contact your local Essex Watch Liaison Officer, call 101 or email **essex.watch.liaison.officers@essex.pnn.police.uk** or visit **essex.police.uk/marinewatch**

Details regarding Policing within your area can be found online using your postcode at:  
**essex.police.uk/your-area**

## Follow Essex Police on Social Media

- Facebook: **facebook.com/essexpoliceUK**
- Twitter & Instagram: **@EssexPoliceUK**
- Marine Watch Twitter: **@EPMarine**

## Other Useful links

- Environment Agency:  
**www.gov.uk/environment-agency**
- Chelmer & Blackwater Navigation:  
**www.waterways.org.uk/essex\_waterways**
- Rivers Stort & Lee: **https://canalrivertrust.org.uk**
- Immobilise: **www.immobilise.com**
- Stolen Boats: **www.stolenboats.org.uk**
- RNLI: **www.rnli.org**

# COMMUNITY MARINE WATCH

## APPLICATION FORM

Name:

Full address (inc postcode):

Telephone:

Email address:

Type of interest: (e.g. boat owner, business, local resident, angler or other water-based activities)

If you are registering on behalf of a club, marina or association, give details below:

Signed:

Name / Date:

**Note:** by signing above you are **consenting to the data protection terms** as described overleaf