



TOLLESBURY  
PARISH  
COUNCIL

## Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday 7<sup>th</sup> December 2021, in The Centre commencing at 7.30 pm, to which members of the Council are summoned for the transaction of the under-mentioned business.

*M. Curtis*

Michelle Curtis – Clerk to the Council

30<sup>th</sup> November 2021

Councillors: S Plater (Chairman), T Lowther (Vice-Chairman), M Bell,  
V Chambers, R Clare, S Hawes, J Rogers, A St Joseph

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

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

**1. Co-option**

To co-opt Members onto the Parish Council.

**2. Apologies for Absence**

To receive apologies for absence.

**3. 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.

**4. 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.

**5. County Councillor and District Councillors**

- 5.1** To receive report from County Councillor Durham
- 5.2** To receive report from the District Councillors

**6. Minutes**

To receive and approve the minutes of the Parish Council Meeting held on 16<sup>th</sup> November 2021

**7. Finance**

- 7.1** To receive and approve the Monthly Financial Report as of 30<sup>th</sup> November 2021
- 7.2** To ratify decision to advertise in the pavilion in the Parish Magazine for 2022 at a cost of £70 for a quarter page black and white advert
- 7.3** To receive and approve the Payments

**8. Planning**

**Planning Applications**

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)).

To consider planning applications received from Maldon District Council including the following:

**Application No:** HOUSE/MAL/21/01128 PP-10335641

**Proposal:** Dropping of kerb to front of property

**Location:** 59 East Street Tollesbury

**Application No:** OUT/MAL/21/01137 PP-10343021

**Proposal:** Outline planning application (with all matters reserved for future determination) for residential development of up to 4No. dwellings and associated works (site area 0.48Ha).

**Location:** Land East Of Guisnes Lodge Chapel Road Tollesbury

**Application No:** FUL/MAL/21/01117 PP-10277961

**Proposal:** Temporary building extension for up to 3 years.

**Location:** Servowatch Systems Limited Blackwater House Woodrolfe Road Tollesbury

Revised Drawings

**Application No:** FUL/MAL/21/00702 PP-09991099

**Proposal:** Create residential specialist neighbourhood for older people, consisting of 29 affordable dwellings and community hub building, with associated landscaping and infrastructure.

**Location:** Land North Of 48 Woodrolfe Road Tollesbury

**9. Recreation Ground**

- 9.1** To receive a verbal update from the Recreation Ground Committee
- 9.2** [To consider proposal to purchase and install a key holder for the keys to the pavilion and store shed for the football teams](#)

- 9.3 [To consider proposal for various maintenance works at the Recreation Ground](#)
- 9.4 [To consider proposal to install a kick-wall at the Recreation Ground](#)
- 9.5 [To receive Monthly Inspection Report](#)
- 10. **Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**
  - 10.1 To receive the draft minutes of the Environment and Amenity Committee Meeting held on 16<sup>th</sup> November 2021.
- 11. **Woodrolfe Hard**
  - 11.1 To receive a verbal report from the Woodrolfe Hard Committee.
- 12. **Woodup Pool**
  - 12.1 To receive the draft minutes of the Woodup Pool Committee meeting held on 4<sup>th</sup> November 2021.
  - 12.2 [To consider proposal to proceed with the artwork for the replacement signage at Woodup Pool.](#)
  - 12.3 [To receive email from Maldon District Council \(MDC\) regarding the funding for water testing of Woodup Pool.](#)
- 13. **Youth Working Group**
  - 13.1 To receive report from the Youth Working Group following Youth Consultation evening
  - 13.2 To consider proposals from the Youth Working Group
  - 13.3 To receive report from Cllr Chambers regarding detached youth work
- 14. **Parish Councillor Information**
  - 14.1 [To receive email from Simon Quelch, Lead Legal Specialist and Monitoring Officer – MDC, regarding Councillors personal information in the public domain](#)
  - 14.2 [To receive response from the Essex Association of Local Councils \(EALC\) regarding requirement to publish Councillor information](#)
- 15. **Tollesbury Climate Partnership**
  - 15.1 [To receive report from the Tollesbury Climate Partnership](#)
  - 15.2 [To consider request from the Tollesbury Climate Partnership for funding](#)
- 16. **Police/Community Protection Officers (CPO)**
  - 16.1 To receive the Police Reports (confidential) and discuss policing matters within the village to feedback to Essex Police
  - 16.2 [To receive the CPO Reports for October 2021](#)
- 17. **Administration**

To receive information from the Clerk – update on current and ongoing matters.
- 18. **Community Concerns**

To receive information only or note future agenda items.

**19. Dates of the Next Meetings**

Wednesday 8<sup>th</sup> December 2021 – Finance Committee - 7.30pm in the Pavilion

Tuesday 21<sup>st</sup> December 2021 – Full Council Meeting – PLANNING ONLY – 7.30 pm

Tuesday 11<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, 3<sup>rd</sup> January 2021, at the latest.

Tuesday 18<sup>th</sup> January 2022 – Full Council Meeting – PLANNING ONLY – 7.30 pm

Tuesday 18<sup>th</sup> January 2022 – Environment and Amenity Committee – following Full Council Meeting  
Agenda items for consideration at the Environment and Amenity Committee Meeting to be sent to the Clerk by Monday, 10<sup>th</sup> January 2022, at the latest.

Tuesday 1<sup>st</sup> February 2022 – Full Council Meeting – 7.30 pm  
Agenda items for consideration at the Full council Meeting to be sent to the Clerk by Monday, 24<sup>th</sup> January 2022, at the latest.

**Clerk:** Michelle Curtis

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

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



**TOLLESBURY**  
PARISH  
COUNCIL

**RECREATION GROUND**  
**10/11/2021**

## **Recreation Ground**

The Recreation Ground Committee would like to request that the Full Council consider installing a key safety hider for the keys to the Pavilion, Store Shed and padlocks for the football goals.

The current arrangement: The Caretaker will leave the keys outside his house for collection by the football teams when they have their training sessions or matches.

Due to the number of teams now playing (4 adult and 3 junior teams) and the times of training sessions varying, the junior football team has requested each manager holds a set of keys so they can gain access when needed. In the past, this is something the Parish Council has always avoided as with changes of managers/teams etc you can easily lose track of key holders.

Recently, Cllr Lowther and the Clerk have had to deal with various issues over weekends including tracing keys when they have not been returned to the Caretaker and visits from the football teams in the evening because they have needed unplanned access to the shed and the Caretaker has not been available

A safety key hider would be installed on the external wall. Access to the key hider would be controlled via Bluetooth. The device would be controlled by the Parish Clerk who can share either a temporary or permanent code to those who need access. The Clerk would then be able to see who has accessed then keys. Please see attached for details of the proposed key hider.

The Committee would like to request expenditure of £300 plus VAT and delivery for the key hider and additional security.

Funds are available from the Recreation Ground - Maintenance budget.

If approved, it is proposed that a Contract will be drawn up between the Parish Council and the football teams to advise that should the keys be lost by the teams, they will be responsible for paying for the changing of locks and any additional costs i.e. keys cutting etc.

**Clerk:** Michelle Curtis

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

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



01252 359760



info@ajproducts.co.uk



## Key hider RUPERT

### Bluetooth, 127x83x59 mm

Art. no.: 13465

- Controlled via Bluetooth
- Safe storage
- For indoor and outdoor use

**£270.00**

Incl. VAT

Estimated delivery within 13-14 working days  
7 year warranty

#### Product information

Store your spare key safely with our new key hider – controlled by Bluetooth! Open the key hider via Bluetooth using an app on your phone. You can also share both temporary and permanent codes with others.

Our new key hider is simple and secure to control using your phone with a free-to-download app. With the app, you can manage your key hider completely via Bluetooth.

Share a code, via text or e-mail, with a visitor so that they can access your key. This is perfect for when you cannot hand it over yourself, such as if you want a tradesperson to be able to enter your house or business when you're not in.

Choose between sharing either a permanent code or a temporary code that only can be used once. You can then see directly in the app exactly what time and date the code was used. Of course, you can open the key hider yourself with your own personal code. You can change your code as often as you would like.

The key hider withstands poor weather conditions and temperatures down to -40°C, making it suitable for placement in any location. When the batteries start to run out, the key hider sends an email to you and it will show on the key hider's display.

#### Product specifications

**Height:** 127 mm

**Width:** 83 mm

**Depth:** 59 mm

**Colour:** Black

**Material:** Sheet steel

**Lock type:** Electronic code lock

**Weight:** 1.5 kg



**TOLLESBURY**  
PARISH  
COUNCIL

**RECREATION GROUND**  
**10/11/2021**

## **Recreation Ground – Various Works**

The Recreation Ground Committee would like to request that the Full Council consider granting permission for the following works to be carried out to the Play Equipment as identified in the Annual Play Inspection Report:

Quotation from Bonz:

- 1) To tighten up all loose fixings on the play ship and the springers - £25.00
- 2) To remove the climbing poles and store the timber for spare bollards - £125.00
- 3) To dispose of any loose matting underneath the zip wire and dispose - £40.00

**TOTAL QUOTE FROM BONZ - £190.00**

Quotation from Gamart

- 4) To supply and install stainless steel patches on skateboard ramp and re-weld stainless steel bracket on slide - £170.00 + VAT

**TOTAL QUOTE FROM GAMART - £170.00**

**TOTAL FOR COMPLETION OF ALL WORKS - £360.00**

Funds are available from the Recreation Ground - Maintenance budget.

**Clerk:** Michelle Curtis

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

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

**From:** Bonz B <bonz.garden@outlook.com>  
**To:** tollesburypc@btinternet.com <tollesburypc@btinternet.com>  
**Date:** Nov 9, 2021 3:14:09 PM  
**Subject:** estimate

Good Afternoon Michelle ,

Please find below some  
estimates for the work up the rec .

To tighten up all loose fixings on the play ship and the spring  
cow handles . £25-00

To remove the climbing poles and store the timber for spare  
bollards . £125-00

To remove any loose matting underneath the zip wire and  
dispose. £40-00

We will send the quote for the painting on various play  
equipment in the near future . This work will need to be  
carried out in the spring and we will supply a labour price only  
if the council can source the paint .

Kind regards

Rob





# GAMART ENGINEERING LTD

Woodrolfe Road, Tollesbury, Essex.  
CM9 8SE  
Telephone: 01621 869385-869440  
Fax: 01621 868861  
E-Mail: [accounts@gamartengineering.co.uk](mailto:accounts@gamartengineering.co.uk)  
Website: [www.gamartengineering.co.uk](http://www.gamartengineering.co.uk)

**TO:** Tollesbury Parish Council

**ATTN:** Michelle

**DATE:** August 5, 2021

**FROM:** Gary Frost

**E-mail:-** [tollesburypc@btinternet.com](mailto:tollesburypc@btinternet.com)

**N°. PAGES** One

**MESSAGE:**

With reference to our recent site visit we have pleasure in quoting as follows: -

**To Supply and Install: -**

Stainless patches on skate board ramp

**To Re-Weld:-**

Stainless steel bracket on slide

**@ £170.00 Total**

**TERMS:** Nett Monthly Account

**CARRIAGE:** Included in quotation

**Please note:** - Due to market instability and the occasional difficulty in obtaining steel we may not be able to guarantee specific delivery dates or hold quotations firm longer than two days, from today's date.

The above quotation is subject to VAT at the rate prevailing at the time of invoicing.

We look forward to hearing from you in the near future.

Regards,

**Gary Frost**



Directors: G. J. Frost and M. J. Frost  
Company Registration No: 04860031 (formerly) 01632855 Vat Registration No: 368 5953 95





## **Recreation Ground**

The Recreation Ground Committee would like to request that the Full Council consider installing a kickwall at the Recreation Ground.

Currently youths are playing football against the pavilion and store shed which is damaging the buildings – roof tiles, guttering etc. Repairs need to be carried out to the buildings but until the issue can be resolved, it was felt that we didn't want to spend money for repairs when it could be damaged further.

The proposed solution from the Recreation Ground Committee is to install a kickwall which is made out of a wooden structure secured into the ground with a goal painted onto it which would work the same as the pavilion and store shed meaning the ball returns to you once it has been kicked.

Options have been considered; costs as follows:

Gamart Engineering:

Kick wall – Hardwood finish - 5 meters long and 1.8 meters high – Supplied and installed - £1,970 + VAT

The Council would need to paint the goal on the kick wall.

[actionplayleisure.co.uk](http://actionplayleisure.co.uk)

Kickwall with concrete pad and markings – 5.8 meters long and 1.8m high - £3,400 + VAT + delivery + installation

The Recreation Ground Committee would like to propose to proceed with the quotation from Gamart Engineering. Funds are available from the Recreation Ground – Earmarked Fund

Tollesbury FC are currently applying to the FA for funding for the Pavilion towards maintenance.

**Clerk:** Michelle Curtis

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

**Telephone:** 01621 869039. **Email:** [tollesburyrpc@btinternet.com](mailto:tollesburyrpc@btinternet.com)



# GAMART ENGINEERING<sup>LTD</sup>

Woodrolfe Road, Tollesbury, Essex.  
CM9 8SE  
Telephone: 01621 869385-869440  
Fax: 01621 868861  
E-Mail: [accounts@gamartengineering.co.uk](mailto:accounts@gamartengineering.co.uk)  
Website: [www.gamartengineering.co.uk](http://www.gamartengineering.co.uk)

**TO:** Tollesbury Parish Council  
**DATE:** November 10, 2021  
**E-mail:-** [tollesburypc@btinternet.com](mailto:tollesburypc@btinternet.com)

**ATTN:** Michelle  
**FROM:** Gary Frost  
**N°. PAGES** One

## **MESSAGE:**

With reference to our recent site visit we have pleasure in quoting as follows: -

### **To Supply and Install: -**

1 off Kick Wall 5 meters long  
1800mm high - hardwood finish

**@ £1970.00 Total**

**TERMS:** Nett Monthly Account  
**CARRIAGE:** Included in quotation

**Please note:** - Due to market instability and the occasional difficulty in obtaining steel we may not be able to guarantee specific delivery dates or hold quotations firm longer than **two days**, from today's date.

The above quotation is subject to VAT at the rate prevailing at the time of invoicing.

We look forward to hearing from you in the near future.

Regards,

**Gary Frost**



# KICKWALL WITH MARKINGS

Age Range: 5+ years  
Product Code: SPE04  
Free Fall Height: N/A  
Surfacing Area: N/A  
Minimum Space: 3sq m

## Play Symbols



## Specification

All Timbers Tanalised.  
Posts: 100mm diameter.  
Kick Wall Timbers: 150mm x 50mm.



Side View



Plan View



T: 01953 787802

F: 01953 788992

E: [info@actionplayandleisure.co.uk](mailto:info@actionplayandleisure.co.uk)

[www.actionplayandleisure.co.uk](http://www.actionplayandleisure.co.uk)



# KICKWALL WITH MARKINGS

Age Range: 5+ years  
Product Code: SPE04  
Free Fall Height: N/A  
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## Play Symbols



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All Timbers Tanalised.  
Posts: 100mm diameter.  
Kick Wall Timbers: 150mm x 50mm.



T: 01953 787802  
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E: [info@actionplayandleisure.co.uk](mailto:info@actionplayandleisure.co.uk)  
[www.actionplayandleisure.co.uk](http://www.actionplayandleisure.co.uk)

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

DATE OF INSPECTION: 30/11/2021

	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	
Toddler Swing	√	
Snake Slide	√	
Wooden Climber Platform	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	
Roundabout	√	
Zip Wire	√	
Exercise Trial	√	
Overhead Ladders	√	
Vertical Bars	√	
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	Graffiti - see pictures attached
Skate Park	√	Graffiti - see pictures attached
Surfer Springer	√	
Fire Engine	√	
Fence	√	
Football Goal Posts	√	

Signed: *S J Curtis*









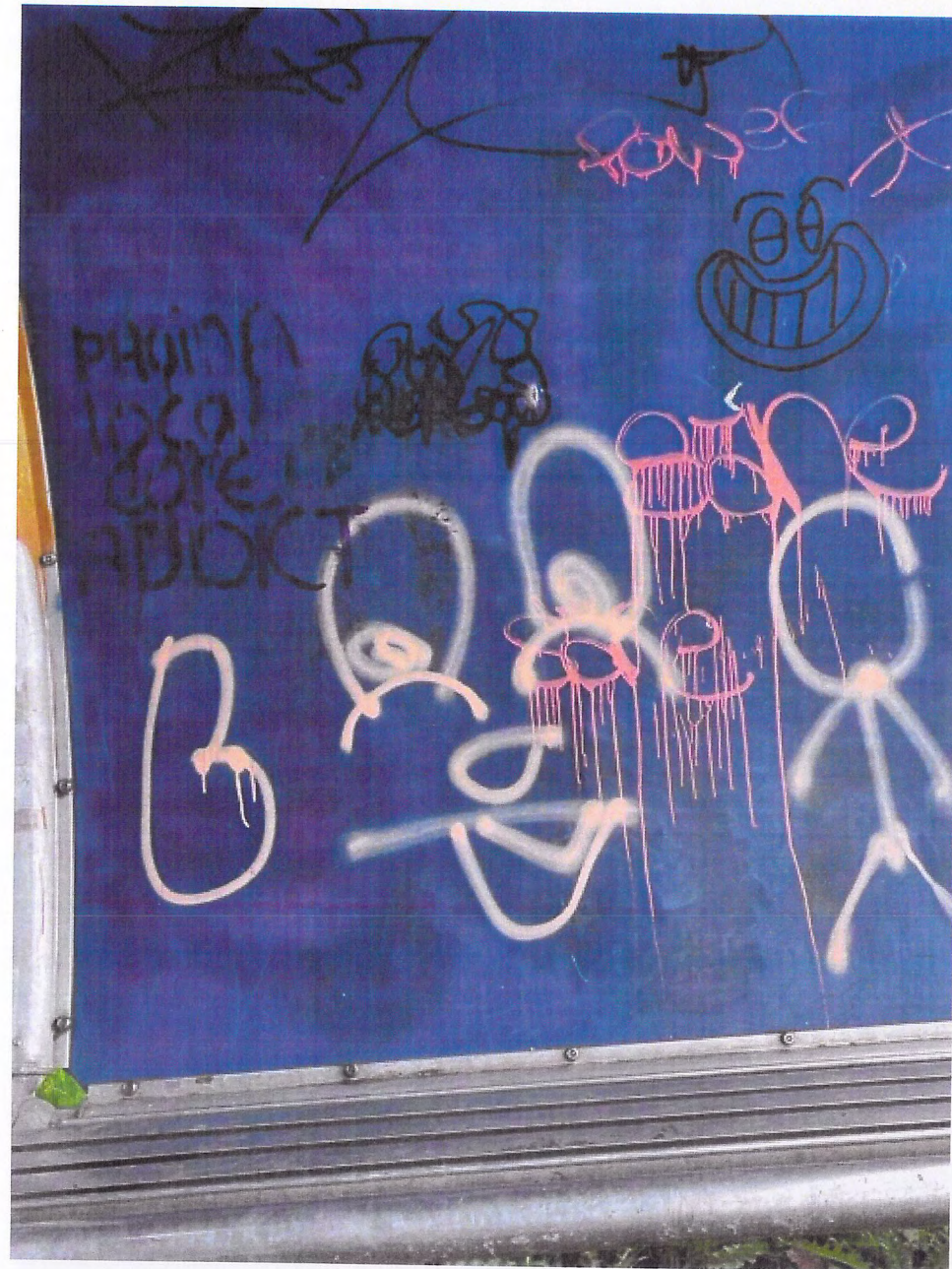






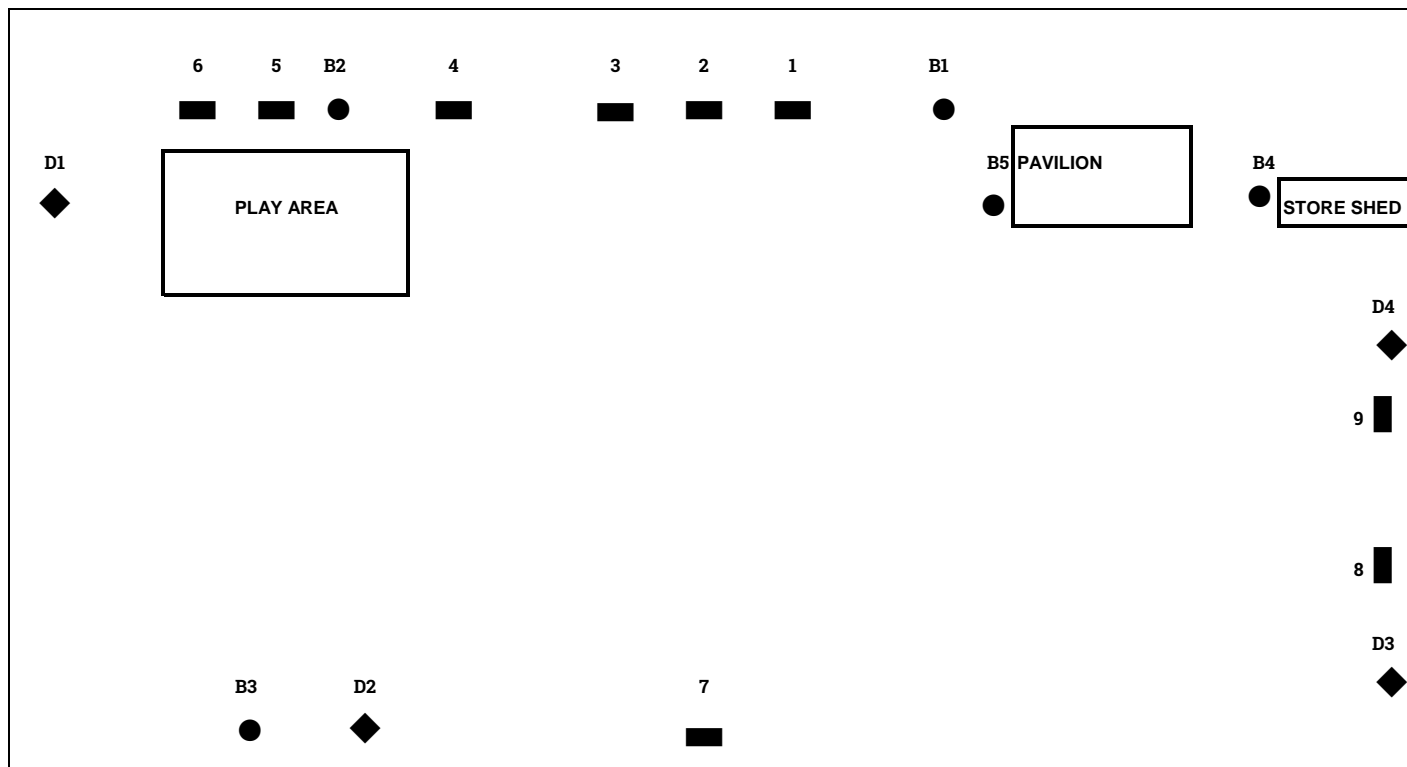






**TOLLESBURY PARISH COUNCIL**  
**BENCHES AND BINS**

DATE OF INSPECTION: 30/11/2021



**Benches**

1	Ok
2	Ok
3	Ok
4	Ok
5	Ok
6	Ok
7	Ok
8	Ok
9	Ok

**Dog Bins (D\*)**

1	Ok
2	Ok
3	Ok
4	Ok

**Litter Bins (B\*)**

1	Ok
2	Ok
3	Ok
4	Ok
5	Ok

Signed: *S J Curtis*



**TOLLESBURY**  
PARISH  
COUNCIL

**WOODUP POOL**  
**30/11/2021**

## **Woodup Pool - Signage**

At the Woodup Pool Committee Meeting held on Thursday 4<sup>th</sup> November 2021, the Committee discuss the project to replace the signage at Woodup Pool.

£1,000 had been awarded by Cllr Durham from his Locality Fund towards the replacement signage. An application has been submitted to the Essex County Council Community Initiatives Fund, and we hope to hear the outcome in December 2021.

The cost of the signage is as follows:

Manufacture and supply

1. North Essex Signs (NES), Colchester. £9,302.00
2. Advanced Digital Graphics, Maldon. £9,588.00
3. PJ Signs, Wickford. £17,425.00

Artwork

Design and Artwork. £1,560.00

Project Cost Recommendations

1. Design and Artwork - £1,560.00
  2. Manufacturer and Supply NES - £9,302.00
  3. Contingency allow 10% for changes in specification and unknowns - £1,086.00
- Total £11,948.00 excluding VAT

The Committee would like to propose to the Full Council that they proceed with the design and artwork for the new signage costing £1,560.00. Artwork to be carried out by Phelan Barker.

The design and artwork would be funded from the £1,000 Locality Fund, and the Committee would like to request that the additional £560 be used from another earmarked fund which would be replenished in the 2022/23 budget.

**Clerk:** Michelle Curtis

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

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

**From:** Hannah Wheatley <hannah.wheatley@maldon.gov.uk>  
**To:** Tollesbury Parish Council <tollesburypc@btinternet.com>  
**CC:** Cllr. Emma Stephens <cllr.emma.stephens@maldon.gov.uk>, Richard Holmes <richard.holmes@maldon.gov.uk>  
**Date:** Nov 5, 2021 3:59:06 PM  
**Subject: RE: Woodup Pool**

Hello Michelle,

As discussed with Cllr Stephens, I don't have the capacity to fund this sampling from the current Environmental Health budget anymore, so the only way for MDC to fund this going forward would be through approval of additional growth by members. The growth items for 2022-23 have already been reviewed at the Finance Working Group and are due to go to the Strategy & Resources Committee on 11th November. We have a large number of growth items that are essential and take priority over discretionary services, so it would be extremely unlikely that the Woodup Pool sampling costs would be considered. However, I did say I would put this forward if requested and will speak with our Director of Resources and Chair of the Finance Working Group to see if this is still possible.

I will provide an update as soon as I am able to confirm the position with adding growth items at this stage in the budget process.

Kind regards, Hannah  
Hannah Wheatley | Specialist Services Manager | Service Delivery Directorate

Maldon District Council, Princes Road, Maldon, Essex CM9 5DL  
Normal working hours: Monday-Thursday 8:30am-5pm, Friday 8:30am-4:30pm  
email hannah.wheatley@maldon.gov.uk | @maldondc

-----Original Message-----

From: Tollesbury pc <tollesburypc@btinternet.com>  
Sent: 04 November 2021 18:23  
To: Hannah Wheatley <hannah.wheatley@maldon.gov.uk>  
Cc: Cllr. Emma Stephens <cllr.emma.stephens@maldon.gov.uk>  
Subject: Woodup Pool

Dear Hannah,

Further to your recent discussions with District Councillor Stephens regarding the funding for the water testing at Woodup Pool, the Parish Council has asked me to request a meeting with you to discuss this further.

Can you please let me have some dates so I can arrange a meeting which we would like to hold via zoom.

Best wishes  
Michelle  
Parish Clerk

Sent from my iPhone  
Maldon District Council

Our Vision: Sustainable Council, Prosperous Future

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**From:** Hannah Wheatley <hannah.wheatley@maldon.gov.uk>  
**To:** Tollesbury Parish Council <tollesburypc@btinternet.com>  
**CC:** Cllr. Emma Stephens <cllr.emma.stephens@maldon.gov.uk>, Richard Holmes <richard.holmes@maldon.gov.uk>, Leanda Cable <Leanda.Cable@maldon.gov.uk>  
**Date:** Nov 10, 2021 4:25:02 PM  
**Subject:** RE: Woodup Pool  
**Attachments:** Tollesbury PC agreement letter 7.20 (HW).doc

Hello Michelle,

Further to my email last week, I raised the funding request for water sampling at Woodup Pool, but note this will not be taken forward as a growth item for 2022-23. Both our Chief Finance Officer and Chair of the Finance Working Group agree this cost should not be met from Maldon District Council budgets going forward and that alternative funding sources need to be reviewed by Tollesbury Parish Council.

I appreciate this is not the response you were hoping for and have therefore spoken with our Lead Specialist Prosperity (Leanda Cable) who believes there are a couple of grants you could apply for to help cover this cost. Leanda has been copied into this email and will share information for the grants she believes you could be eligible for. We are both happy to review grant funding for the sampling and support the Parish Council in exploring the commercial options suggested in previous meetings that would help generate income in the longer-term.

I would like to conclude the discussions around Maldon District Council funding the sampling and attach the letter shared in March that confirms our original decision.

Kind regards, Hannah

Hannah Wheatley | Specialist Services Manager | Service Delivery Directorate

Maldon District Council, Princes Road, Maldon, Essex CM9 5DL  
Normal working hours: Monday-Thursday 8:30am-5pm, Friday 8:30am-4:30pm  
email hannah.wheatley@maldon.gov.uk | @maldondc

-----Original Message-----

From: Tollesbury pc <tollesburypc@btinternet.com>  
Sent: 04 November 2021 18:53  
To: Hannah Wheatley <hannah.wheatley@maldon.gov.uk>  
Cc: Cllr. Emma Stephens <cllr.emma.stephens@maldon.gov.uk>  
Subject: Re: Woodup Pool

Dear Hannah,

Would it be possible to have a meeting in the evening about 7.30pm so that the Chair of the pool committee can attend.

Many thanks  
Michelle

Sent from my iPhone

On 4 Nov 2021, at 18:23, Tollesbury pc <tollesburypc@btinternet.com> wrote:

Dear Hannah,

Further to your recent discussions with District Councillor Stephens regarding the funding for the water testing at Woodup Pool, the Parish Council has asked me to request a meeting with you to discuss this further.

Can you please let me have some dates so I can arrange a meeting which we would like to hold via zoom.

24<sup>th</sup> March 2021

Mrs. M. Curtis  
Clerk to the Tollesbury Parish Council  
4 Valkyrie Close,  
Tollesbury,  
Maldon,  
Essex  
CM9 8SL

Enquiries to Hannah Wheatley  
Email: [Hannah.wheatley@maldon.gov.uk](mailto:Hannah.wheatley@maldon.gov.uk)

Dear Mrs Curtis,

### **Water Sampling - Woodup Pool, Tollesbury**

Following the meeting on 19<sup>th</sup> May 2020 with members of Tollesbury Parish Council, the Director of Service Delivery and the Specialist Services Manager reviewed the Council's resources and re-considered its position in relation to the water sampling of Woodup Pool, Tollesbury. At that time, the Parish Council was informed that Maldon District Council would pay for the sampling analysis until October 2020. However, with the second spike in infection rates and subsequent lockdown, Woodup Pool remained closed. The Council recognises no sampling was required for the period of April 2020 to March 2021 and therefore no costs were incurred.

In light of the above, the decision has been made that Maldon District Council will meet the cost of Water Sampling at Woodup Pool from April 2021 to September 2021 (inclusive). This will be a total of 12 samples.

Moving forward, Maldon District Council wishes to inform you that the sampling at Woodup Pool will not be funded by the authority past September 2021, due largely to the significant financial impact from the pandemic. Should Tollesbury Parish Council wish to continue to have water sampling completed from April 2022, the Parish Council will need to make arrangements to meet that financial obligation.

If you are or intend operating the pool during the coronavirus pandemic, you will need to ensure that a Covid secure risk assessment is undertaken. Safety controls will need to be in place to mitigate the risk of coronavirus transmission. Guidance can be found on the government website, see <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

In the meantime, if you have any questions or wish to discuss this matter further, please contact me at the Council.

Yours sincerely

Philip Closs  
Shellfish Sampling officer  
Maldon District Council

pp. Hannah Wheatley  
Specialist Services Manager



**From:** Leanda Cable <Leanda.Cable@maldon.gov.uk>  
**To:** Tollesbury Parish Council <tollesburypc@btinternet.com>  
**CC:** Cllr. Emma Stephens <cllr.emma.stephens@maldon.gov.uk>, Richard Holmes <richard.holmes@maldon.gov.uk>, Hannah Wheatley <hannah.wheatley@maldon.gov.uk>  
**Date:** Nov 11, 2021 11:48:51 AM  
**Subject:** RE: Woodup Pool  
**Attachments:** Woodup Pool.docx

Dear Michelle

Further to Hannah's email I have run a report on the Grantfinder portal Maldon District Council has access to. Please see attached search results of funding opportunities that you may wish to apply for.

There are also other opportunities that I am aware of that may be of use to you, these are listed below;

- [Essex Community Foundation](#)
- [Apply for a grant – Tesco Community Grants](#)
- [How to Apply | Asda Foundation](#)
- [BizGive](#)
- [Who can apply | The National Lottery Community Fund \(tnlcommunityfund.org.uk\)](#)
- [The Essex Association of Local Councils \(ealc.gov.uk\)](#)

With the larger funding pots, it could be that an application is made for the long term future of the pool, which includes on-going water testing.

I would be more than happy to discuss the funding opportunities with you. Also, Community 360 may be able to offer specialist advice to source funding, their website is [Fundraising - Community360](#).

Best Regards

Leanda Cable | Lead Specialist Prosperity | Service Delivery Directorate

Join us on Linked In, The Maldon District - Business Group

Maldon District Council, Princes Road, Maldon, Essex CM9 5DL



## Woodup Pool

Prepared for **Leanda Cable** of **Maldon District Council**

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## Search criteria

### Who you are

Public sector organisation

- Parish Council

### Where you are

Location group

- Maldon

### What you are doing

Organisation activities

- Community Buildings Projects
- General Community Benefit
- Other General Environmental Improvement
- Recreation and Leisure

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## All Funds

### Essex Heritage Trust

Fund ID:	S36589
Status:	Open for Applications
Last updated:	29/06/2021

**Grants are available to organisations for projects that help preserve and restore the heritage of Essex and which benefit the public.**

### Fund Information

Funding body:	Essex Heritage Trust
Maximum value:	£ 10,000
Application deadline:	None specified

### Background

The Essex Heritage Trust was established in 1990 to preserve land, buildings, objects and records that may be illustrative of, or significant to, the history of the county or which enhance an understanding of its characteristics and traditions for the benefit of its residents and visitors.

### Objectives of Fund

Essex Heritage Trust funds individuals or bodies who are preserving or restoring any aspect of Essex Heritage.

The Trust's mission is 'to help safeguard or preserve for the benefit of the public such land, buildings, objects, or records that may be illustrative of, or significant to, the history of the County or which enhance an understanding of the characteristics and traditions of the County'.

### Value Notes

Grants tend to range from between £100 to £10,000.

### Match Funding Restrictions

Additional sources of funding are required as the Trust will normally only cover a proportion of the total costs of the project.

### Who Can Apply

Organisations which are helping to preserve and restore the heritage of Essex are eligible to apply.

## Location

Essex

## Restrictions

Funding cannot be used for repairs carried out before an application is made.

## Eligible Expenditure

Funding is intended to support Essex-based projects that follow into the following categories:

- Restoration of buildings, structure and maritime projects, including windmills, fountains, monuments, ruins, statues, shelters, barges, river locks and dovecotes.
- Church contents including wall paintings and murals, bells, memorials, walls, paths, gates, organs, clocks and chests.
- Historic and listed buildings.
- Works of art - purchase and restoration.
- Museums.
- Publications, historical research and archaeology.
- Landscape and gardens.

Projects must be within Essex and for the benefit of the public. In the case of works of art or artefacts, these must be regularly accessible to the public.

## How To Apply

Applications can be made at any time. The Trustees meet three times a year in March, July and November to assess applications.

To apply applicants should first email the Trust with a brief description of their project. Once it has been established that the project meets the Trust's criteria for grant aid, an application can be filled in; applicants should note that they should not fill in an application form until they have been instructed to do so.

## Useful links

### Application

<http://www.essexheritagetrust.org.uk/funding-applications/>

### Essex Heritage Trust

<http://www.essexheritagetrust.org.uk/>

## Addresses and contacts

For further information on how to obtain this grant locally, please contact the following:

**Sharon Hill**  
Essex Heritage Trust  
Cressing Temple  
Braintree  
Essex  
CM77 8PD

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Tel: 01376 585794

E-Mail: [mail@essexheritagetrust.co.uk](mailto:mail@essexheritagetrust.co.uk)

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## **National Lottery Awards for All - England**

Fund ID:	S33312
Status:	Open for Applications
Last updated:	04/09/2021

**Grants are available for charities, voluntary groups, schools and local authorities in England to carry out projects that will improve their local community.**

### **Fund Information**

Funding body:	National Lottery Community Fund
Maximum value:	£ 10,000
Application deadline:	None specified

### **Background**

The National Lottery Community Fund distributes over £600 million a year to communities across the UK, raised by players of The National Lottery.

### **Objectives of Fund**

National Lottery Awards for All is a small grants programme provided by the National Lottery Community Fund, previously known as the Big Lottery Fund until the name was changed in January 2019.

The funding is intended for projects that support communities to thrive by:

- Building strong relationships in and across communities.
- Improving the places and spaces that matter to communities.
- Helping more people to reach their potential, by supporting them at the earliest possible stage.

### **Value Notes**

Grants of between £300 and £10,000 are available for up to one year.

Organisations can receive funding of a maximum of £10,000 within a 12-month period.

### **Match Funding Restrictions**

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Grants can be used to pay for some or all of the project costs.

## Who Can Apply

Applications are accepted from:

- Voluntary and community organisations.
- Constituted groups and clubs.
- Registered charities.
- Charitable incorporated organisations (CIOs).
- Not-for-profit companies.
- Community interest companies (CICs).
- Schools (for projects that benefit and involve the communities around the school).
- Statutory bodies (including local authorities, town, parish and community council).
- Community benefit societies.

To be eligible for funding applicants must have:

- Two unconnected people on the board or committee.
- A UK bank account in the name of their organisation.
- Annual accounts (unless the organisation is less than 15 months old).

The National Lottery Community Fund prioritises groups with smaller incomes; due to high demand, organisations that have a large annual income might not be able to get funding.

## Location

England

## Restrictions

The following are not eligible for funding:

- Individuals.
- Sole traders.
- Organisations based outside the UK.
- One organisation on behalf of another.
- Companies that can pay profits to directors, shareholders or members (including Companies limited by shares).
- Organisations that currently have National Lottery Awards for All funding or have already applied and are awaiting a decision.
- Certain types of projects run by schools/organisations working in a school (those that only benefit teachers, pupils and parents of pupils and do not also strengthen the community outside of the school):
  - Projects to improve school facilities or equipment.
  - Projects to help with staff training.
  - Projects that are part of the school curriculum.
  - Projects that involve activities the school should already be providing (like a project teaching literacy during school hours).
  - Projects that take place during teaching times (lunch breaks, or before and after school might be eligible).
- Alcohol.
- Contingency costs, loans, endowments or interest.
- Paying someone else to write an application.
- Profit making/fundraising activities.

- 
- Recoverable VAT.
  - Political or religious activities.
  - Statutory activities.
  - Activities that improve educational attainment (PHSE, STEM, English, Maths).
  - Overseas travel.

## Eligible Expenditure

During the ongoing coronavirus/COVID-19 pandemic, the Awards for All programme is supporting people and communities most adversely impacted by the crisis.

Organisations can apply for funding to:

- Continue to deliver activity - whether the community needs crisis response, recovery or business as usual activity.
- Change and adapt, becoming more resilient to respond to new and future challenges.

To be eligible for funding projects should:

- Involve people and communities from the start.
- Build on people's strengths.
- Be connected in their community.

The grants can be used for the following costs:

- The organisation's running costs.
- Small land or refurbishment projects (relevant permissions need to be in place).
- Equipment.
- One-off events.
- Staff costs.
- Training costs.
- Transport.
- Utilities.
- Volunteer expenses.

This is not an exhaustive list. Applicants are advised to contact the National Lottery Community Fund with any queries about their project's eligibility.

## How To Apply

Applications may be submitted at any time.

There is high demand for funding and the funding teams will assess applications in the order they are received. They aim to communicate their decisions with the applicants as soon as possible, which usually takes around 12 weeks.

The online application form can be found on the National Lottery Community Fund.

## Useful links

National Lottery - Awards for All England

<https://www.tnlcommunityfund.org.uk/funding/programmes/national-lottery-awards-for-all-england>



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## National Lottery Community Fund

<https://www.tnlcommunityfund.org.uk/>

### Addresses and contacts

For further information on how to obtain this grant locally, please contact the following:

#### Enquiries

National Lottery Community Fund

1 Plough Place

London

EC4A 1DE

Tel: 0345 410 2030

E-Mail: [general.enquiries@tnlcommunityfund.org.uk](mailto:general.enquiries@tnlcommunityfund.org.uk)

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## National Lottery Community Fund - Partnerships

Fund ID:	S44018
Status:	Open for Applications
Last updated:	14/09/2021

**Grants are available to voluntary and community organisations in England which work together with a shared set of goals and values to help their community thrive.**

### Fund Information

Funding body:	National Lottery Community Fund
Maximum value:	Discretionary
Application deadline:	None specified

### Background

The Big Lottery Fund changed its name on 29 January 2019 to the National Lottery Community Fund. The National Lottery Community Fund distributes over £600 million a year to communities across the UK, raised by players of The National Lottery.

### Objectives of Fund

The funding is intended for new or existing partnerships of community and voluntary organisations where everyone takes responsibility to work toward their shared goals together, while offering their own insights and perspectives. The National Lottery Community Fund calls this “generous leadership”.

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The aim of the programme is to encourage organisations to work in partnership to help their communities thrive by focusing on the bigger picture, rather than just what their organisation can do on its own. “Communities” can be people living in the same area, or people with similar interests or life experiences.

The funding can support different types of partnership, including:

- Cross-sector partnerships.
- Local place-based collaboration.
- Local and national organisations working together around a particular theme.

## Value Notes

Grants of over £10,000 are available for up to five years.

## Who Can Apply

Applications will be accepted from partnerships (both new and existing) of any of the following organisations:

- Voluntary and community organisations.
- Registered, exempt or excepted charities.
- Charitable incorporated organisations (CIOs).
- Not-for-profit companies limited by guarantee (must be a registered charity or have a not-for-profit asset lock clause in the articles of association).
- Community interest companies (CICs).
- Schools.
- Statutory bodies (including local authorities, town, parish, or community council).
- Community Benefit Societies.
- Co-operative societies (must have a not-for-profit asset lock clause in their society rules and be registered with the Financial Conduct Authority).

There are different types of partnerships that can be funded

- Cross-sector partnerships.
- Local place-based collaboration.
- Local and national organisations working together around a particular theme.

## Location

England

## Restrictions

The following are not eligible for funding:

- Individuals.
- Sole traders.
- Organisations based outside the UK.
- Anyone who is applying on behalf of another organisation.
- Organisations that look to make profits and share these profits privately - including companies limited by shares, organisations without the right asset locks or organisations that can pay profits to directors or shareholders.
- Organisations without at least two unconnected people on the board or committee.

- 
- Activities that generate profits for private gain.
  - Religious activity (although religious organisations will be considered if they are providing benefit for the wider community).
  - Activities that replace government funding (eg, school activities that happen during normal teaching hours).
  - Activities that benefit individuals, rather than the wider community.
  - Political activities.
  - Retrospective costs.
  - Loan repayments.
  - Topping up of organisation reserves.

## Eligible Expenditure

During the ongoing coronavirus/COVID-19 pandemic, the Partnerships programme is supporting people and communities most adversely impacted by the crisis.

Organisations and their partners can apply for funding to:

- Continue to deliver activity, whether they are supporting existing users, responding to the immediate crisis or undertaking recovery activity.
- Change and adapt, becoming more resilient in order to respond to new and future challenges.

Activities should support communities to thrive, by:

- Building strong relationships in and across communities.
- Improving the places and spaces that matter to communities.
- Helping more people to reach their potential, by supporting them at the earliest possible stage.

To be eligible for funding activities should:

- Involve people and communities from the start.
- Build on people's strengths.
- Be connected in their community.

The grants can be used for the following costs:

- Direct costs associated with delivering activities in the community, including:
    - Project staff.
    - Materials.
    - Equipment.
    - Room hire.
    - Volunteer expenses.
    - Project evaluations.
  - Organisational development, including:
    - Business planning.
    - Testing new ways of working.
    - Staff training and development.
    - Developing governance and leadership.
    - Tech or IT upgrades/purchases.
    - Developing and sharing impact and learning.
    - Increasing capacity to support collaboration and partnership working.
  - Core/fixed costs to support the day-to-day running of the organisation, including:
    - Core salaries.
    - Rent.
    - Utilities.
    - Equipment.
-

- 
- Purchasing, refurbishing or developing of land and buildings.

## How To Apply

Applications may be submitted at any time.

Funding proposals can be submitted using the online application form on the National Lottery Community Fund website or applicants can send an email or video to their regional funding officer (details are on the National Lottery Community Fund website).

Organisations will then be contacted by the National Lottery Community Fund within 12 weeks of submitting a proposal to discuss the next steps of the application process.

Contact the National Lottery Community Fund for further information.

## Useful links

[The National Lottery Community Fund - Partnerships](https://www.tnlcommunityfund.org.uk/funding/programmes/partnerships-england#section-1)

<https://www.tnlcommunityfund.org.uk/funding/programmes/partnerships-england#section-1>

## Addresses and contacts

For further information on how to obtain this grant locally, please contact the following:

### Funding Team

National Lottery Community Fund

1 Plough Place

London

EC4A 1DE

Tel: 028 9568 0143

E-Mail: [general.enquiries@tnlcommunityfund.org.uk](mailto:general.enquiries@tnlcommunityfund.org.uk)

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## National Lottery Community Fund - Reaching Communities

Fund ID:	S18288
Status:	Open for Applications
Last updated:	22/09/2021

**Large grants are available to voluntary and community organisations in England for projects that make positive changes in their communities.**

## Fund Information

Funding body:	National Lottery Community Fund
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Maximum value:	Discretionary
Application deadline:	None specified

## Background

The Big Lottery Fund changed its name on 29 January 2019 to the National Lottery Community Fund. The National Lottery Community Fund distributes over £600 million a year to communities across the UK, raised by players of The National Lottery.

The aim of the programme is to support communities to thrive by funding projects that:

- Build strong relationships in and across communities.
- Improve the places and spaces that matter to communities.
- Help more people to reach their potential, by supporting them at the earliest possible stage.

## Objectives of Fund

The funding is intended for projects that support communities to thrive by:

- Building strong relationships in and across communities.
- Improving the places and spaces that matter to communities.
- Helping more people to reach their potential, by supporting them at the earliest possible stage.

## Value Notes

Grants of over £10,000 are available for up to five years.

## Who Can Apply

Applications will be accepted from:

- Voluntary and community organisations.
- Registered, exempt or excepted charities.
- Charitable incorporated organisations (CIOs).
- Not-for-profit companies limited by guarantee (must be a registered charity or have a not-for-profit asset lock clause in the articles of association).
- Community interest companies (CICs).
- Schools.
- Statutory bodies (including local authorities, town, parish, or community council).
- Community benefit societies.
- Co-operative societies (must have a not-for-profit asset lock clause in their society rules and be registered with the Financial Conduct Authority).
- Groups of organisations, as long as they are led by an eligible organisation.

## Location

England

## Restrictions

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The following are not eligible for funding:

- Individuals.
- Sole traders.
- Organisations based outside the UK.
- Anyone who is applying on behalf of another organisation.
- Organisations that look to make profits and share these profits privately - including companies limited by shares, organisations without the right asset locks or organisations that can pay profits to directors or shareholders.
- Organisations without at least two unconnected people on the board or committee.
- Activities that generate profits for private gain.
- Religious activity (although religious organisations will be considered if they are providing benefit for the wider community).
- Activities that replace government funding (eg, school activities that happen during normal teaching hours).
- Activities that benefit individuals, rather than the wider community.
- Political activities.
- Retrospective costs.
- Loan repayments.
- Topping up of organisation reserves.

## Eligible Expenditure

The funding is for projects that work to make positive changes in their community. “Communities” can be people living in the same area, or people with similar interests or life experiences. Projects that can test new approaches to issues in the community are encouraged.

To be eligible for funding projects should:

- Involve people and communities from the start.
- Build on people’s strengths.
- Be connected in their community.

During the ongoing coronavirus/COVID-19 pandemic, the Reaching Communities programme is supporting people and communities most adversely impacted by the crisis. Organisations can apply for funding to:

- Continue to deliver activity - whether the community needs crisis response, recovery or business as usual activity.
- Change and adapt, becoming more resilient to respond to new and future challenges.

The grants can be used for the following costs:

- Direct costs associated with delivering activities in the community, including:
  - Project staff.
  - Materials.
  - Equipment.
  - Room hire.
  - Volunteer expenses.
  - Project evaluations.
- Organisational development, including:
  - Business planning.
  - Testing new ways of working.
  - Staff training and development.
  - Developing governance and leadership.
  - Tech or IT upgrades/purchases.
  - Developing and sharing impact and learning.

- 
- Increasing capacity to support collaboration and partnership working.
  - Core/fixed costs to support the day-to-day running of the organisation, including:
    - Core salaries.
    - Rent.
    - Utilities.
    - Equipment.
    - Purchasing, refurbishing or developing of land and buildings.

## How To Apply

Applications may be submitted at any time.

Funding proposals can be submitted using the online application form on the National Lottery Community Fund website or applicants can send an email or video to their regional funding officer (details are on the National Lottery Community Fund website).

Organisations will then be contacted by the National Lottery Community Fund within 12 weeks of submitting a proposal to discuss the next steps of the application process.

## Useful links

[The National Lottery Community Fund - Reaching Communities England](https://www.tnlcommunityfund.org.uk/funding/programmes/reaching-communities-england)

<https://www.tnlcommunityfund.org.uk/funding/programmes/reaching-communities-england>

## Addresses and contacts

For further information on how to obtain this grant locally, please contact the following:

### **Funding Team**

National Lottery Community Fund

1 Plough Place

London

EC4A 1DE

Tel: 0345 4 102030

E-Mail: [general.enquiries@tnlcommunityfund.org.uk](mailto:general.enquiries@tnlcommunityfund.org.uk)

**RE: Councillors personal addresses in the public domain**

Although there is no requirement to disclose a members home address section 29 of the Localism Act 2011 requires that a member disclose interests within the area of property on their Register of Interests form. This has to be published on your website. So although it does not appear as home address for most councillors the only address shown in that section of the Register will be their home address.

In certain exceptional cases an interest can be described as sensitive. An interest is classed as sensitive where the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation. In these cases, other than stating that the member has an interest, the details are withheld. This applies in situations where a member maybe a police officer or has been subjected to domestic violence, or been the subject of threats.

Generally therefore the public could work out where a councillor lives because of the Register of Interests Form which has to appear on your website unless the interest is a sensitive one.

Best wishes

Simon

Simon Quelch  
Lead Legal Specialist and Monitoring Officer,  
Maldon District Council,



Essex Association of Local Councils		Legal, Process or Procedure Enquiry		Tracking Number
EALC				520.21
Name of Council		Contact at Council		Contact Details
Tollesbury Parish Council		Michelle Curtis		<a href="mailto:tollesburypc@btinternet.com">tollesburypc@btinternet.com</a>
Received	Acknowledged	Response	Due Date	Staff Email Address
03.11.21	03.11.21	05.11.21	12.11.21	<a href="mailto:legal@ealc.gov.uk">legal@ealc.gov.uk</a>
Summary		NALC Legal	ELS	Vine HR
Cllr Information				
Details Given				
<p>Good morning</p> <p>I am looking for some advice.</p> <p>The Parish Council has recently had a discussion regarding personal information which we show on our website.</p> <p>We have taken the decision to remove home addresses. The question was asked is there a requirement to display Parish Councillors telephone numbers or email addresses on the website. Can you please assist.</p> <p>Best wishes Michelle</p>				
Documents Provided				
None				
Issues to Consider				
Councillor safety				
Identified Powers		Legal Topic Notes Provided		Other Resources Provided

Advice Staff Name	Checked Staff Name	
Amanda Brown	Charlene Slade	
Advice Provided		
<p>Dear Michelle</p> <p>There is no actual requirement for councillors to have their phone numbers or addresses shown on websites or paperwork for the council.</p> <p>The Council phone number and address is all that is required.</p> <p>Most councillors do advertise their address and phone number because they have taken up office and want to be available to their electorate and residents.</p> <p>Clerks who do not have offices to work from and work from home do have the option of using a PO Box for mail.</p> <p>For the quality and quality gold award scheme levels it is expected that the councillors will have a photo and bio explaining why they want to be a councillor and what they would like to see happening in their area but this is not compulsory.</p> <p>I hope this answers you adequately.</p> <p>With kind regards Amanda Brown Support &amp; Development Officer</p>		



## Report to Tollesbury Parish Council

### Tollesbury Climate Partnership's Open Day activities

#### Introduction

The idea of a community response to climate change came initially through discussions at Tollesbury Parish Council meetings about Essex County Council's Climate Change Commission report, and the need for parishes and communities to respond to the climate emergency. A group of residents agreed to take the initiative forward, and set up a series of Zoom meetings during the COVID-19 restrictions. These discussions were constructive and well-attended, and momentum built quickly towards establishing an organisation to take projects forward.

In August 2021, Tollesbury Climate Partnership (TCP) was formally registered as a Community Benefit Society by the FCA, with an agreed vision, governance structure, members' charter and set of objectives.

Six **working groups** were established, each led by a coordinator:

- Community Engagement
- Energy
- Food Supply & Production
- Marine Environment
- Natural Environment
- Transport & Travel

To drive membership recruitment and publicise the initiative, TCP decided to hold its first Open Day. This took place on **Saturday 30 October** 11-3pm at the Parish Rooms.

The concept was an engaging, family-friendly day to attract new members and ideas, showcase Tollesbury pupil's logo artwork and provide a "taster" of each Working Group.

The day focused on positive actions at the local level to make a difference on the climate crisis. The majority of activities were aimed at young people, and through them their wider families.

The event was also an opportunity to begin collaborating with existing village groups and initiatives such as the School, Gardening Club and WI.

## Aims of Open Day

- Recruit members to TCP
- Encourage residents to become active in Working Groups
- Raise awareness about TCP within the village and nearby communities
- Begin process of engaging other stakeholders such as school, environment agencies and local businesses
- Publicise the initiative more widely via the media, to inspire similar community initiatives.

## Open Day format

A group of Tollesbury artists created handmade banners and signage. Local designers, Phelan Barker and Caffeinated Design provided branded posters, displays and publicity materials, including membership forms.

The Welcome Desk encouraged visitors to sign up to TCP for £1, and join working groups. There was a 'Tree of Ideas' with leaves to write ideas on. These were shared with working groups and via social media.

The hall was decorated with 186 beautiful drawings by the school students, illustrating their ideas for the logo and mascot. There was a presentation on the logo story and how the drawings inspired TCP's crab logo. There was a display of 70 handprinted upcycled logo T-shirts prepared for school students to collect, having been invited to supply their used T-shirts.

Each working group had a space with posters, information and interactive learning activities for children – all of which encouraged people to get involved in the working group and TCP:

**The Energy group** displayed a doll's house with an artificial heat source to demonstrate how our new thermal imaging camera will be used to help households determine their insulation and draught proofing needs. This proved to be very popular with the children and sparked lots of interest and discussions. Information about government help for low-income households was on display and this will shortly be distributed to potential users. The first group will be 'Pupil Premium Families' who will receive the information anonymously through the school register. An LED lighting display demonstrated how a household could save money and carbon emissions whilst still retaining the light quality that they are used to in the different rooms of their houses.

**The Food Production and Supply group** had free packets of seeds donated by Perrywood Garden Centre, and there was strong interest in participating with the planned Seed Swap Hut at the Doctor's Surgery. There were also kits handed out for growing cress and rocket - the children were fascinated by how easy growing food could be. Both activities and displays stimulated conversation on climate change and positive steps we can all take such as growing their own food, eating seasonal and local food, and understanding more about where our food comes from and its impact. Visitors were fascinated by a historic map of all the field and marsh names in Tollesbury.

**The Marine Environment group** created a mock beach display with shells, plants and other items collected from the shoreline. There was also a children's quiz with prizes to encourage interest in the local environment. A representative from Natural England (Alan Kavanagh) provided an interactive display relating to seagrass restoration and information on the ReMEDIES project. Other information was provided on the RYA's Green Blue Programme and Green Guide boating leaflets were available

for visitors. A range of documentaries were shown at the Café area about local marine issues such as sea grass and native oyster restoration projects.

**The Natural Environment group** focused on trees, hedges, and water. Children explored what could be found in a hedge by drawing on a beautiful outline created by a group member. Ladybirds were popular! A poster explained why planting trees and hedges is good for combatting climate change and for wildlife. Two more posters highlighted the changing weather patterns that are likely to affect Tollesbury with more heat and storms, and gave ideas about how to save water and prevent flooding. Thirty water saving kits from Essex and Suffolk Water were given away and one lucky resident won a water butt, the prize for a quiz about water.

**The Transport and Travel group** promoted member Ivan's cycle sale & repair workshop in the village (all "profits" support Essex Air Ambulance which has raised thousands of pounds). He can also electrify existing bikes saving considerable cost. The demonstration e-bike was popular with visitors, given the challenge of Woodrolfe hill for ageing knees! Bus timetables and maps of connections were displayed on the stand to get discussions going about how we should aim to improve the local transport services.

### **Publicity**

A flyer was delivered to every household in Tollesbury; posters and signs were displayed in key locations, including a banner outside Tollesbury Primary School. TCP's new Facebook page and Instagram accounts posted updates in the run up to the Open Day which have resulted in nearly 100 Facebook followers and over 200 Instagram followers already.

A press release and photos from the event were distributed to local media and led to [ITV News Anglia](#) filming and interviewing TCP coordinators at the event, and published in the [Maldon & Burnham Standard](#).

### **Membership and working group recruitment**

On the day, 88 people signed up as TCP members, and there are now almost 100 members.

Most of these people joined working groups: some signed up to several groups and we are waiting to see how many will become ongoing, active members. They were followed up immediately with invitations to zoom meetings to keep the momentum building.

### **Next steps**

Over the next few months, TCP aims to a) consolidate on the membership recruitment (eg with a recruitment stall on the village square on Dec 11<sup>th</sup> and bike maintenance workshop at the School); b) encourage people to engage in working groups; and c) focus on developing project proposals which will require securing funding.

There will be strategic discussions coming up in the New Year, facilitated by Community Energy South, and it is likely that each working group is focusing on one or two projects to take forward. For example, the Natural Environment group has applied for funding for Tree Planting through the Queen's Green Canopy scheme, and the Energy group plans to help eligible residents access government green grants for energy efficiency.

We look forward to collaborating further with the Parish Council on future initiatives.

1 December 2021

26/11/2021

1/1

# Tollesbury Climate Partnership Accounts

## TCP budget request to TPC

		£	£	Notes
<b>What's Happened so far:</b>				
Costs of Open Day:	Venue hire 5 hours	(40)		
	Printing posters etc	(372)		some re-useable
	Refreshments	(250)		
	"Give aways", prizes etc	(79)		
	Cost of LED display bulbs, fittings etc	(271)		available for future events
	Total cost of Open Day		(1,012)	<b>A (rough) guide to cost of events</b>
Income from Open Day	Subscriptions	88		
	Donations	393		
			481	
<b>Net cost of Open Day</b>			(531)	
<b>Funding from Parish Council</b>			1,000	
Other net costs			(65)	
<b>Net income as at 25/11/2021</b>			<b>404</b>	

## What we need for the period Dec 2021 to March 2023:

<b>Bank and cash balances</b>	from above	•	404	<b>Current - 25th Nov. 2011</b>
Insurance	(actual quote is approx £467 but £454 for rounding)		(454)	<b><u>Urgent</u></b> - will try and pay monthly perhaps
Web presence			(300)	Outside funding will be sought for full website £3k
Other communications			(300)	Domain, Mail, Licences, Stationery, DropBox etc
Sundry			(100)	Travel, attending meetings etc
Storage costs			(250)	Storage for banners, displays, etc
Events	Est cost 14 events Dec 2022 to Mar 2023 - NOTE - figure is net of any donation and subs income		(2,800)	CommEngag WG plan 1 event per month. There will be quite a variety. Some, like Sat Dec 11th in the Square will be small and low key, others bigger
Special projects	Queens canopy planting and maintenance		(600)	Tools, fencing, compost, litter pickers etc
	Film Hires		(200)	Cost of 2 film licences
	Other as yet unspecified		(400)	
<b>Total Funding Request</b>			<b>(5,000)</b>	

# Agenda Item 16.2

Parish / Town Council	Month	Total Number of Hours
Tollesbury	Oct-21	03:00
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
0	0	0
ASB Issues	VMO (Vehicle Moved On)	
0	0	
Any Other Details		

Officer	Date	Parish	Start	Finish	Total	Patrol Area	Details of Patrol	COMMENTS ON PATROL
AR/JB	15/10/21	Tollesbury	08:30	10:00	01:30	Station Road, The Rec on Street roads	School Patrol and Dog fouling patrols	Check on sites
JB	22/10/21	Tollesbury	08:00	09:30	01:30	The Rec and Station Road	School Patrol and Dog fouling patrols	Check on sites
					3:00:00			