



Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Monday 9th May 2022**, in **The Pavilion, Tollesbury Recreation Ground, Elysian Gardens** commencing at **7.30 pm**, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council

3rd May 2022

Councillors: S Plater (Chairman), T Lowther (Vice-Chairman), M Bell,
V Chambers, R Clare, L Goldie, 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. 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 statements to the Council. The Chairman will, at his discretion, then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

4. **MP, County Councillor and District Councillors**
 - 4.1 To receive a report from Priti Patel MP
 - 4.2 To receive a report from County Councillor Durham
 - 4.3 To receive a report from the District Councillors
5. **Minutes**

To receive and approve the minutes of the Parish Council Meeting held on 3rd May 2022
6. **Accounts 2021/22**
 - 6.1 To approve the 2021/22 Accounts
 - 6.2 To approve the Annual Governance and Accountability Return 2021/22
7. **Finance**
 - 7.1 To receive and approve the payment schedule
8. **Recreation Ground**
 - 8.1 To receive a verbal update from the Recreation Ground
 - 8.2 Committee To receive the Monthly Inspection Report
9. **Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**
 - 9.1 To receive the Draft Minutes of the Environment and Amenity Committee meeting held on 19th April 2022.
10. **Woodrolfe Hard**
 - 10.1 To receive a verbal update from the Woodrolfe Hard Committee.
11. **Woodup Pool**
 - 11.1 To receive the Draft Minutes of the Woodup Pool Committee meeting held on 12th April 2022
 - 11.2 To consider the proposal from the Woodup Pool Committee for Phase 1 of the signage upgrade project
 - 11.3 To consider quotations for replacement sleeper for the beach area and the top-up of sand.
12. **Neighbourhood Plan**

To discuss the quotation for an updated Housing Needs Survey.
13. **Queen's Jubilee Celebrations (2nd – 5th June 2022)**
 - 13.1 To consider the request from the Queen's Jubilee Volunteers for the Parish Council to supply the toilets for the Tollesbury Village Picnic on 5th June 2022.
 - 13.2 To receive Risk Assessment for the event at the Recreation Ground on 2nd June 2022
14. **Local Highways Panels**

To discuss and agree on the proposed Local Highways Panel applications prepared by Cllr Stephens for the various issues in the parish (previously circulated).

15. Television

To consider quotation for the purchase of new television and stand to be used to display documents at Parish Council meetings and by The Hangout.

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 Report for March 2022

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

Tuesday 17th May 2022 – Full Council Meeting – PLANNING ONLY – 7.30 pm - Pavilion

Tuesday 4th June 2022 – Full Council Meeting – 7.30 pm – Pavilion

Tuesday 14th June 2022 – Recreation Ground Committee – 7.30 pm – Pavilion

Wednesday 15th June 2022 – Woodup Pool Committee – 7.30 pm – Location TBC

Tuesday 21st June 2022 – Full Council Meeting – PLANNING ONLY – 7.30 pm - Pavilion

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

Key: * = attached - # to follow

Clerk: Michelle Curtis

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

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



THE RT. HON. PRITI PATEL MP

WITHAM

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Rt Hon Priti Patel MP
Member of Parliament for Witham
Report to Tollesbury Parish Council

Since being elected as Witham's MP twelve years ago, I have helped thousands of local residents with cases and campaigned on many local issues. Here is an update with details of some national and local issues of interest and my recent activity in the constituency.

If you need my help or advice, feel free to get in touch.

Covid Update:

Over the last two years our country and this part of Essex has been affected by the impact of the Covid pandemic. I know it has been a tough and difficult time for many families and businesses and it has been heartening to see the country and local communities here in Essex pull together to get us through this period.

I pay tribute to all those who have been working on the frontline, supporting the vaccine roll out and volunteering in their communities to support those in need.

Since February all Covid restrictions have been lifted and it has been great to see life returning to normal as we live with Covid and take sensible precautions to protect ourselves and others.

Thousands of businesses and families in this part of Essex have been supported with financial help from the Government over the last two years. Help with salary costs, support for the self-employed, and grants have been provided to families. Businesses have received grants, business rate reliefs and loans to support them as well. This support has kept people in employment and helped businesses to stay afloat.

Now we have got through the most severe consequences of the pandemic, our attention is also focused on the economic recovery, the challenges posed by global inflationary pressures, the devastating conflict in Ukraine and the costs of living pressures those issues have caused.

Ukraine:

We have all been shocked by the actions of Putin and the invasion of Ukraine. The horrific and brutal actions of the Russian military in attacking and invading this democratic country and in targeting innocent civilians has created the largest humanitarian crisis in Europe since the Second World War. Millions have fled Ukraine and those who remain face danger.

The UK Government has been standing with Ukraine and taking action against Putin and his cronies. We have led international efforts to impose sanctions that are designed to hurt Putin personally, harm his regime and damage the Russian war machine. Weapons have

been provided to Ukraine's armed forces and the UK is the largest bilateral donor to help the those fleeing and have become refugees.

In my role as Home Secretary, I have visited the Polish border with Ukraine and have seen refugees fleeing the most horrific and dreadful circumstances. To help them and others escaping Ukraine, I have put in place new schemes to enable Ukrainian nationals and their family members to come to the UK and for those already here to extend their stays. Over 86,000 visas have already been issued and we have welcomed thousands of Ukrainian nationals to the UK already. We will continue to do what we can to support those escape the horrors of war and to help Ukraine. More information on the Government's response to the situation in Ukraine can be found at:

<https://www.gov.uk/government/topical-events/russian-invasion-of-ukraine-uk-government-response>

This invasion has shocked the world and so many people have offered to help those affected by raising money, donating goods and offering accommodation. There are many ways to help support Ukrainians affected by the war and details of how to help can be found at:

<https://www.gov.uk/government/news/ukraine-what-you-can-do-to-help>

The generosity, kindness and support people in Essex and across the UK are showing to Ukraine at this time is making a difference to those fighting for freedom and those in need of help and protection. We will all continue to stand united with Ukraine and I know that our thoughts and prayers are with the people of Ukraine as they fight for their freedoms and democracy.

Costs of Living:

The global economic recovery from the pandemic and the international instability caused by the conflict in Ukraine is causing prices to rise at a faster rate than we have been used to. Prices for energy, petrol and food have risen and I know this is causing financial pressures and worries to many families and businesses.

Support has been provided by the Government to help with some of these costs. The package of support includes:

- A rise in the threshold at which National Insurance Contributions are paid, which will mean around 70% of families will save on their tax bills.
- A 5p cut in fuel duty, worth £100 for the average car driver, £200 for van drivers and £1,500 for the average haulier.
- A £150 Council Tax Energy Rebate is being provided to all households in Council Tax bands A to D, with local councils given a Discretionary Fund to make further payments to others.
- A £200 reduction on energy bills in the autumn.
- Increasing the Warm Home Discount to £150 and to increase the number of households eligible to receive it.

- The National Living Wage has increased by 6.6% to £9.50 per hour for workers aged 23 or over, which is worth £1,000 per year for a full-time worker.

More details on the support the Government is providing can be found online at:

<https://www.gov.uk/government/publications/government-support-for-the-cost-of-living-factsheet/government-support-for-the-cost-of-living-factsheet>

Local Planning:

Local communities across the Witham constituency often have concerns when unsuitable development proposals are put forward. While we need more local homes for local families, I share the concerns of residents when large-scale inappropriate developments are proposed and speculative developers seek to impose them on local communities against their will.

Many Parish Councils and community groups have worked hard to put together Neighbourhood Plans to allocate suitable sites for development and those for protection, while proposing adequate new infrastructure and public services needed to support population growth.

I know it is therefore extremely frustrating when developers seek to run roughshod over local communities. Here in Tollesbury we have seen speculative developers seek to secure planning permission for sites, such as at Mell Road, and I have been pleased to work with local residents to oppose inappropriate developments. I am also aware that Maldon District Council has put out a call for sites as part of their process to update their Local Development Plan. A number of sites have come forward for consideration for future development, including in Tollesbury. No decisions on those sites have been taken as yet and I know as this process progresses residents in Tollesbury and the Parish Council will want to consider these proposed sites carefully.

National Grid Powerlines:

National Grid are currently running a consultation on their East Anglia Green Energy Enablement (GREEN) project. This involves reinforcing the high voltage electricity transmission network and the current proposals include new additional overhead power lines and pylons being installed in this part of Essex, between Colchester and Chelmsford. Some concerns with these plans have been raised with me and I am taking these up with National Grid. The consultation and details of the proposals can be found at the weblink below and the consultation is running until 16th June 2022:

<https://eastangliagreen.participatr.io/index.php?contentid=13>

Rivenhall Incinerator:

I continue to work closely with local communities and campaigners opposing the Rivenhall Incinerator. The developer, Indaver, has yet to build out the site as planned. They are also indicating that they may need to remove the recycling and waste treatment

elements of the scheme and are looking to replace the current plans with an even bigger incinerator. I will carry on monitoring this issue and supporting residents in opposing this unwelcome development.

Schools and Education:

Every year I hold a Get Witham Reading event to promote reading and to support literacy in our schools. Even during the pandemic activities took place and I am working with schools to plan further events this summer.

I have also been campaigning for the expansion of provision for children with special educational needs and disabilities and was delighted to support the opening of the new Chatten Free School in Witham. The school supports young people with autism and learning difficulties and will make a difference to many local families and create new opportunities for the pupils who attend. I am continuing to work to secure more provision in schools across the constituency.

Health and GP Services:

During the pandemic our local health services stepped up to treat patients with Covid and support the rollout of the vaccination programme. They saved lives and prevented more people from getting ill. This focus on tackling Covid has caused some backlogs with people needed assessments and treatments for other conditions and as a result the Government is investing in an expansion of tests, checks and treatments.

I am in regular contact with local hospitals in Broomfield and Colchester who treat many local patients and with the NHS and local GPs over the impact Covid has had on local services and their recovery plans. I am also aware of the difficulties some local patients are having securing face-to-face GP appointments. While new ways of seeing patients through online and telephone consultations work well for some, people still need to be able to access face-to-face appointments to discuss their health problems with their GP and I am pressing for more face-to-face appointments to be made available.

I am also continuing to work on expanding more health services and provision into our nearby hospitals at Broomfield and Colchester and to get more local services in our communities. This includes the new elective care centre for patients requiring planned orthopaedic surgery, which is being built at Colchester Hospital and which I campaigned for.

Infrastructure, Roads and Rail:

Securing investment in new infrastructure has been a priority for me and over the last twelve years I have campaigned hard for more funding for broadband services, rail services and for our roads.

Having secured over £1 billion of new funding for our rail services, I am pleased to see the ongoing rollout of new trains on the Great Eastern Main Line. These new trains have additional seating capacity and improve the passenger experience with USB and plug

points, WiFi, air conditioning and more accessibility features for wheelchair users and disabled passengers.

I have also been working closely with National Highways and Essex County Council over plans for highways investment in this part of Essex, including the widening of the A12 into a three-lane carriageway between the Boreham Interchange and Marks Tey, and the dualling of the A12 between Braintree and the A12. Designs for the A12 Widening Scheme have been consulted upon and I am working with communities in parts of the constituency who have specific issues or concerns with parts of the design. I have taken these up with National Highways and will continue to make representations on those matters. The widening scheme is important to improve road safety, reduce journey times, ease congestion and support economic growth so it is vital local concerns are addressed.

The A120 dualling scheme is currently with National Highways who are taking this forward following the extensive previous work undertaken by Essex County Council. I am pressing them to progress this as soon as possible to make the case to the Government to secure funding for the works to take place.

Local Good Causes:

I have been pleased to support the Fellowship Afloat Charitable Trust's work in Tollesbury and the services they provide to young people and those with special needs and disabilities. I have made representations in support of grant applications for them to be able to expand the work they do and help more young people.

Platinum Jubilee Celebrations:

This year we celebrate the Queen's Platinum Jubilee, marking the 70th Anniversary of Her Majesty Queen Elizabeth II ascending to the throne. I look forward to seeing communities across this part of Essex celebrate this unique and unprecedented occasion in different ways by coming together, organising street parties and volunteering.

If the Parish Council or local residents have any queries or issues to raise, feel free to get in contact.



The Rt Hon Priti Patel MP
Member of Parliament for Witham

TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

DATE OF INSPECTION: 30/04/2022

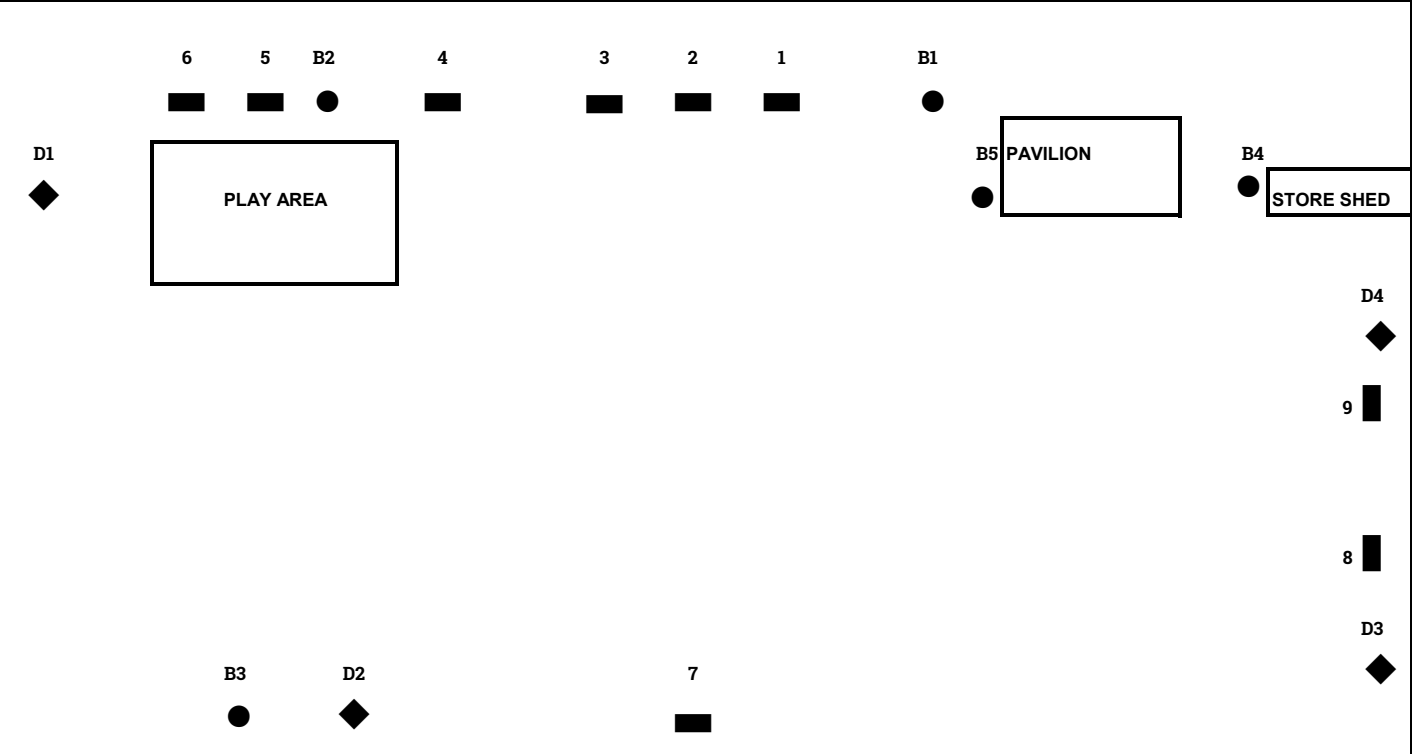
| | Checked | Comments |
|--------------------------|---------|----------------------------|
| EQUIPMENT | √ | |
| Junior Swing | √ | |
| Toddler Swing | √ | |
| Snake Slide | √ | |
| Wooden Climber Platform | √ | |
| Tower and Slide | √ | |
| Spinning Seasaw | √ | |
| Igloo Climber | √ | |
| Roundabout | √ | |
| Zip Wire | √ | |
| Playship | √ | |
| Chicken and Cow Springer | √ | |
| Youth Shelter | √ | Graffiti - reported Nov 21 |
| Skate Park | √ | Graffiti - reported Nov 21 |
| Surfer Springer | √ | |
| Fire Engine | √ | |
| Fence | √ | |
| Football Goal Posts | √ | |

Signed: *S J Curtis*

Graffiti on Playship - 13/04/22

TOLLESBURY PARISH COUNCIL
BENCHES AND BINS

DATE OF INSPECTION: 30/04/2022



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*

MINUTES of the Environment and Amenities Committee meeting held in The Pavilion on Tuesday 19th April 2022, commencing at 9.23 pm.

Present: Cllrs Bell, Lowther, Rogers

In the Chair: Cllr Plater – Chairman

Clerk: Michelle Curtis

1. Apologies for Absence

There were no apologies for absence, and all Councillors were present.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Public Forum

There were no members of the public present.

4. Minutes of Meeting held on 18th January 2022

Resolved: The minutes of the Environment and Amenity Committee meeting held on 18th January 2022 be approved as a true and accurate record of the meeting.
Unanimously agreed.

The Chairman signed the minutes.

5. Environment and Amenities

5.1 Allotments

There were no issues to report.

Action: Clerk to arrange Allotment inspection in June 2022.

5.2 Hasler Green

No issues to report.

5.3 Woodrolfe Green

There were no issues to report.

Outstanding work:

- Repositioning of recycling bins – this work is not a priority

Action: Chairman to put together the work specification for the base.

5.4 Cemetery

Cllr Lowther reported that the area where the shed was needed tidying.

Action: Clerk to obtain a quotation from D W Maintenance to seed the area.

TCP carried out tree planting in the Cemetery as part of the Queen's Green Canopy Project.

5.5 Highways/Footpaths

Since the last meeting, there was no update from Cllr Durham on the Highways issues, although most of the issues raised will form part of the application to the Local Highways Panel.

Cllr Bell reported that the blocked drain outside 18 East Street had not been cleared by Essex County Council even though it had been reported on several occasions.

Cllr Lowther reported surface water near the Fiddlers Hall on Tollesbury Road.

Action: Clerk to raise both issues with Cllr Durham.

5.6 Street Lighting

No issues to report.

5.7 Dog/Litter Bins

No issues to report.

5.8 Defibrillators

No issues to report.

A new defibrillator has been installed outside the British Legion. Checking and maintenance are the responsibility of the British Legion.

5.9 War Memorials

The Chairman reported that he had spoken with a local contractor regarding the repair works needed for the war memorial and was waiting for a quotation.

Action: Chairman to chase up the contractor.

7. Other Matters

Works outstanding:

Bus Shelter – Jet washing – to be carried out in the Spring

Cllr Lowther reported that it had come to his attention that Maldon District Council had suspended the services to remove large items, i.e. sofas and domestic appliances. There is concern that there will be an increase in fly-tipping.

Action: Clerk to raise the concern with District Councillors Stephens and Thompson.

8. Date of Next Meeting

Dates to be agreed at the Parish Annual Statutory meeting in May.

The meeting closed at 9.45 pm.

Signed.....

Date:.....

Minutes of the Woodup Pool Committee meeting held on Tuesday 12th April at Woodup Pool commencing at 7.00 pm.

Present: Cllrs. Chambers, Hawes

In the Chair: Cllr. Lowther

Clerk: Michelle Curtis

Also present: Cllrs Bell and Plater

1. Apologies for Absence

There were apologies for absence from Andrew Eastham.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Public Forum

There were no members of the public present.

4. Minutes

Minutes of the Meetings held on 15th February 2022

Resolved: the minutes for the 15th February 2022 represented a true account of the proceedings of the Meeting. Unanimously agreed.

The Chairman signed the Minutes.

The Committee agreed to move to Item 6 on the Agenda.

6. Portable Toilets

The Committee discussed various options for the portable toilets.

A suggested location was along the fence adjacent to the Marina. However, the supplier would need access to deliver/collect and empty from the Marina access road.

Action: Cllr Plater to discuss with the Marina to see if this was an option.

The landowner had confirmed that he would be happy with the existing arrangement for the 2022 season.

Cllr Plater advised that he had also put together a work specification for the path leading from the road across Frost and Drake to Woodup Pool and would be seeking quotations for the work.

Cllr Plater left the meeting.

5. Risk Assessment

5.1 Audit and Risk Assessment

The audit and risk assessment report of the bi-annual inspection carried out on 11th March 2022 was received and noted.

5.2 Audit and Risk Assessment

The Committee discussed the recommendations from the Audit and Risk

Assessment report. A working party could carry out most of the items identified.

Action: Clerk to send out a doodle to arrange the working party.

7. Emergency Telephone

The Committee discussed whether there was a need for the emergency telephone at Woodup Pool.

The Parish Council's insurance provider, Gallagher, was asked the question, and they responded as follows:

"I can also confirm that there are no insurance requirements in relation to provide a telephone poolside but we suggest discussing this with a specific swimming pool and/or health and safety expert for their advice, as they would be able to advise of the worthwhileness of keeping the emergency phone."

The Clerk forwarded the response from the insurers to James Thomas, Link into Leisure Ltd, who carried out the bi-annual risk assessment, and his comments were as follows:

"The question is if we don't have the phone, we need a sign advising them who to call in an emergency to summon help let's try it this season without one and see what happens."

Based on the comments received from the Parish Council's insurance provider and the risk assessor, the Woodup Pool Committee would propose to Full Council that the emergency telephone is removed.

The Committee will arrange for signage to be displayed at the Pool so visitors can report their accurate location should there be a need to call the emergency services.

8. Other Matters

Signage project

Following the comments made by the Risk Assessor when assessing the Pool, the Committee agreed that the signage needed attention. The Committee suggested that the signage replacement be carried out in phases, with the large information boards needing to be replaced first.

Action: Clerk to ask Phelan Barker for a quotation for three large information boards (two to replace existing boards and one additional board).

Donation boxes

Action: Clerk to order permanent signs – approx. cost £30.00

Toilets

Action: Clerk to arrange for toilets for the 2022 season.

Beach area

Action: Clerk to obtain a quotation for a replacement sleeper and a top-up of sand.

Sluice Gate

Action: Clerk to liaise with Gamart Engineering regarding the servicing of the sluice gate.

9. Next Meeting

Date of next meeting to be agreed at the Annual Statutory meeting.

The Chairman closed the Meeting at 8.07 pm.

Signed..... Date:.....



Woodup Pool – Signage Project

At the Woodup Pool Committee Meeting held on Tuesday 12th April 2022, the Committee discussed the project to replace the signage at Woodup Pool.

Some of the signs needed attention, and Members felt that paying for repairs would be a waste of money as these repairs would only prolong the life of the signs for a short time. The Audit and Risk Assessor had also raised the condition of the existing signage in his report.

The Committee discussed carrying out the project in phases rather than replacing all the signs at once, which is costly. The Clerk has obtained a revised quotation (copy attached) from Phelan Barker for three large information boards, and the cost is £2,983 + VAT (the supplier had honoured last year's prices). The installation of the three signs by Bonz would cost £350.

| | |
|---------------------|---------------|
| Signage x 3 | £2,983 |
| <u>Installation</u> | <u>£ 350</u> |
| TOTAL | £3,333 |

When setting the 2022/23 precept, the Parish Council budgeted £2,000 for the signage project. If it were agreed to proceed, this would leave a shortfall of £1,333.

Discussions have taken place with the Woodrolfe Hard Committee, and the Woodup Pool Committee has requested that they borrow £1,500 from the Woodrolfe Hard Earmarked Fund. The Woodrolfe Hard Fund currently has £5,435, and the only agreed work is the purchase of additional stone. The Woodrolfe Hard Committee had no objection to the shortfall being borrowed for the signage project.

The Woodup Pool Committee would therefore like to propose the Full Council consider the following:

- 1) To proceed with the signage project – (Phase 1 – the purchase of 3 x large information signs) at the cost of £2,983 plus £350 installation – A total of £3,333
- 2) To agree to borrowing funds from the Woodrolfe Hard Earmarked Fund to make up for the shortfall.

Clerk: Michelle Curtis

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Cost Proposal

Tollesbury Parish Council

Woodup Pool Signage

Production Costs

Date: 14 April 2022
Job reference: TPC/W/E18
Client: Tollesbury Parish Council

Signage Manufacturing

Larger Displays x 3 (2 x designs)

| | |
|---|----------|
| 1. Artwork to manufacturers specification. | |
| 2. Large Signs: 3 x 1.4 x 1.4m aluminium signs, 140mm posts. @ £931.00 each | 2,793.00 |
| 3. Decals applied to aluminium pans including protective seal. | |
| 4. Delivery to Tollesbury (no installation included). | 70.00 |
| 5. Design management, oversee artwork hand-over and production through to delivery. | 120.00 |

Total (20% VAT to be added)

£2,983.00

Note

All artwork must be formerly approved before release for production.

Invoicing will be made monthly based on work completed in that calendar month. Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. The work invoiced remains the copyright of Phelan Barker Limited until payment has been made in full. VAT (792 2356 14) is charged at 20%.



Schedule of costs at different response rates

| | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|
| Response rate percentage(%) | 100 | 50 | 30 | 25 | 20 |
| No. of households | 1250 | 625 | 375 | 313 | 250 |
| Printing and copying | 275.00 | 275.00 | 275.00 | 275.00 | 275.00 |
| Freepost Envelopes | 87.50 | 87.50 | 87.50 | 87.50 | 87.50 |
| Online link set up | 70.00 | 70.00 | 70.00 | 70.00 | 70.00 |
| Distribution envelopes and labels | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 |
| Sub total of fixed costs | 462.50 | 462.50 | 462.50 | 462.50 | 462.50 |
| Return postage | 562.50 | 281.25 | 168.75 | 140.63 | 112.50 |
| Data Processing & Report Set up* | 2832.31 | 1486.15 | 947.69 | 813.08 | 678.46 |
| Analysis, expression of need and recommendations** | 685.00 | 622.50 | 597.50 | 591.25 | 585.00 |
| Totals | £4,542.31 | £2,852.40 | £2,176.44 | £2,007.45 | £1,838.46 |

Notes:

Assumes stuffing/distribution of forms by Parish Council / Steering Group

* **Data Processing & Report Set up**- Inputting of primary data, gathering of secondary data and collation of both followed by the setting up of a customised report ready for analysis

** **Analysis, expression of need and recommendations** - Analysis of each respondent's need and interpretations of results to inform recommendations into a final report.

| | | |
|-----------------------|------------------------|-----------------------|
| Parish / Town Council | Month | Total Number of Hours |
| Tollesbury | March | 03:00 |
| PCNs Issued | FPNs Dog Fouling | FPNs Litter Fouling |
| 3 | 0 | 0 |
| ASB Issues | VMO (Vehicle Moved On) | |
| 0 | | 2 |
| | | |
| Any Other Details | | |

| Officer | Date | Parish | Start | Finish | Total | Patrol Area | COMMENTS ON PATROL |
|---------|------------|------------|-------|--------|---------|---|---|
| BC/SC | 03/03/2022 | Tollesbury | 14:40 | 15:40 | 01:00 | Around village | School patrol and check on recreation ground. |
| AR/SC | 27/03/2022 | Tollesbury | 12:30 | 13:00 | 00:30 | All over Tollesbury | Car park patrol |
| BC/SC | 29/03/2022 | Tollesbury | 08:30 | 10:00 | 01:30 | Checks on recreation ground and station road, observed dog walkers and check on village carparking. | Patrols OF village, nothing to report |
| | | | | | | | |
| | | | | | 3:00:00 | | |