



## Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Tuesday 18<sup>th</sup> October 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

11<sup>th</sup> October 2022

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

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

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

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

To receive apologies for absence.

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

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. County Councillor and District Councillors**

To receive information from the County Councillor and District Councillors

## **5. Minutes**

To receive and approve the minutes of the Parish Council Meeting held on 4<sup>th</sup> October 2022

## **6. Planning Applications and Decisions**

### **6.1 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: 22/00995/TCA PP-11548450

Proposal: T1 Juglans Regia - sensitively reduce the entire canopy by approximately 1.5 - 2 meters.

Location: 51 East Street Tollesbury

Application No: 22/00300/WTPO

Proposal: T1 Silver Birch TPO 4/10 - 8 metre reduction and 3 metre crown lift.

Location: Graces 40 Church Street Tollesbury

Application No: 22/00976/OUT PP-11511826

Proposal: Outling planning permission with all matters reserved for a mixed housing development.

Location: Land Between Wycke Lane And Woodrolfe Farm Lane Tollesbury

Application No: 22/01010/HOUSE PP-11565020

Proposal: Single storey rear/side extension with flat roof with rooflights and flue pipe. Changes in fenestration

Location: White Leighs 44 Woodrolfe Road Tollesbury

### **6.2 Planning Decisions**

HOUSE/MAL/22/00842 – 1 Sceptre Close – Refused

HOUSE/MAL/22/00850 – 2 Thurstable Close – Refused

HOUSE/MAL/22/00793 – 20 Hunts Farm Close – Approved

FUL/MAL/22/00542 - Caravan Adjacent Barn A Guisnes Lodge Back Road - Approved

VAR/MAL/22/00852 - White Leighs 44 Woodrolfe Road - Refused

### **6.3 Planning Appeals**

To receive notification of Planning Appeals from Maldon District Council.

#### **6.4 Planning Appeal Decisions**

To note appeal decisions made by the Planning Inspectorate.

#### **6.5 Tree Preservation Orders for information**

To note TPOs made by Maldon District Council.

### **7. Climate Change**

#### **7.1 Climate Change**

To discuss any issues relating to Climate Change

#### **7.2 Spotlight on Tollesbury energy-saving**

To receive an email from Tollesbury Climate Partnership (TCP),  
"Spotlight on Tollesbury energy-saving"

#### **7.3 Bus Shelter**

To consider the proposal for TCP to use the bus shelter wall space for work relating to TCP

### **8. Royal British Legion - Remembrance Sunday**

To receive information on the Remembrance Day Service and Parade (Sunday 13<sup>th</sup> November 2022), and consider giving a donation for a poppy wreath.

### **9. Administration**

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

### **10. Community Concerns**

To receive information only or note future agenda items

### **11. Dates of the Next Meetings**

Thursday 20<sup>th</sup> October 2022 – Finance Committee – 7.30 pm – Pavilion

Tuesday 1<sup>st</sup> November 2022 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 8<sup>th</sup> November 2022 – Recreation Ground Committee – 7.00 pm – Pavilion

Monday 14<sup>th</sup> November 2022 – Woodrolfe Hard Committee – 7.00 pm – Pavilion

Tuesday 15<sup>th</sup> November 2022 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 15<sup>th</sup> November 2022 – Environment & Amenity Committee –  
Following Full Council Meeting – Pavilion

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

**Clerk:** Michelle Curtis

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

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

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 23 September 2022**



**HOUSE/MAL/22/00842 Tollesbury East**

Proposed part two storey/ part single storey side extension.  
1 Sceptre Close Tollesbury Essex CM9 8XB  
(UPRN - 100090563829)  
Chloe Hills

**REFUSE** for the following reason:-

The proposed two storey side extension, by reason of its position, size and design, would be a contrived, cramped and incongruous addition to the host dwelling and the streetscene to the detriment of the appearance and character of the main dwelling and wider locality. It is therefore considered that the proposed development is contrary to Policies D1 and H4 of the Maldon District Approved Local Development Plan and the NPPF.

**POSITIVE AND PROACTIVE STATEMENT**

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

The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern with the proposal and determining the application within a timely manner, clearly setting out the reason(s) for refusal, allowing the Applicant/Agent the opportunity to consider the harm caused and whether or not it can be remedied by a revision to the proposal. The Local Planning Authority is willing to liaise with the Applicant/Agent to discuss the best course of action and is also willing to provide pre-application advice in respect of any future application for a revised development.

Officer: Jade Elles  
Dated : 22/09/2022

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 23 September 2022**



**HOUSE/MAL/22/00850 Tollesbury East**

Proposed single storey rear extension, a dormer on the north roof slope, single storey front extension, relocation of the front door and internal alterations.

2 Thurstable Close Tollesbury Essex CM9 8SH  
(UPRN - 100090564906)  
Mr T Green

**REFUSE** for the following reason:-

The proposed rear extension, dormer and alterations proposed to the front elevation of the host dwelling, as a result of their location, size and design would be incongruous additions/alterations which would cause harm to the character and appearance of the host dwelling and/or the surrounding area, contrary to the Maldon District Approved Local Development Plan Policies D1 and H4 and the NPPF.

**POSITIVE AND PROACTIVE STATEMENT**

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

The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern with the proposal and determining the application within a timely manner, clearly setting out the reason(s) for refusal, allowing the Applicant/Agent the opportunity to consider the harm caused and whether or not it can be remedied by a revision to the proposal. The Local Planning Authority is willing to liaise with the Applicant/Agent to discuss the best course of action and is also willing to provide pre-application advice in respect of any future application for a revised development.

Officer: Jade Elles  
Dated : 22/09/2022

**Town and Country Planning Act 1990**  
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**HOUSE/MAL/22/00793 Tollesbury East**

Demolish existing detached double garage, erect new detached three vehicle cart lodge, a 1.8 metre close boarded fence and block paver driveway to extend to the front of the proposed cart lodge.

20 Hunts Farm Close Tollesbury Essex CM9 8QX  
(UPRN - 100090560604)  
Mr Adrian Mays

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

**1 CONDITION**

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

**REASON**

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

**2 CONDITION**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents: 22.187-01B, 22.187-02A, 22.187-03A, 22.187-04A, 22.187-05B, 22.187-06A, 22.187-07 and 22.187-08.

**REASON**

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

**3 CONDITION**

The materials used in the construction of the development hereby approved shall be as set out within drawing number 22.187-06A hereby approved.

**REASON**

In the interest of the character and appearance of the area in accordance with policies D1 and H4 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

4 CONDITION

Notwithstanding condition 3, prior to any works above ground level, details of the garage doors shall be submitted to and approved in writing to the Local Planning Authority. The development shall then be implemented in accordance with the approved details and retained as such in perpetuity.

REASON

In the interest of the character and appearance of the area in accordance with policies D1 and H4 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

5 CONDITION

The outbuilding hereby approved shall not be occupied at any time other than for purposes incidental to the residential use of the dwelling known as '20 Hunts Farm Chase'.

REASON

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

6 CONDITION

The external staircase connecting to the outbuilding hereby approved shall not be used as a storage area, balcony, roof garden or similar amenity area.

REASON

In order to safeguard the amenities of neighbouring residents and the locality in accordance with policy D1 of the Local Development Plan.

**POSITIVE AND PROACTIVE STATEMENT**

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

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

Officer: Jade Elles  
Dated : 21/09/2022

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 23 September 2022**



**FUL/MAL/22/00542      Tollesbury West**

Temporary use of land for the stationing of three caravans in connection with carrying out approved development refs. 21/00622 and 21/00307.

Caravan Adjacent Barn A   Guisnes Lodge Back Road Tollesbury  
(UPRN - 010094635526)

Mr J Ramsey

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

**1      CONDITION**

The use hereby permitted shall be discontinued and the 3no. caravans removed, and the land restored to its condition immediately prior to the development authorised by this permission, on or before 30th July 2024 in accordance with a scheme of work previously submitted to and approved in writing by the Local Planning Authority, unless before that date a formal planning application for the continuation of such use has been approved by the Local Planning Authority.

**REASON**

It is not considered that the granting of a permanent planning permission would be appropriate, and a temporary permission would enable the local planning authority to reassess the impact of the development on the character and appearance of the area.

**2      CONDITION**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents: Site location plan - DWG 001.

**REASON**

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

**3      CONDITION**

The occupation of the 3no. caravans shall be limited to persons working solely on the construction of the developments in association with planning references 21/00622/COUPA and 21/00307/COUPA and to any resident dependants.



## REASON

An additional assessment would be required to permit the use of the caravans for any other purpose than that connect with the development of planning references 21/00622/COUPA and 21/00307/COUPA in accordance with Policies S1, S8, D1 and H4 of the Maldon District Local Development Plan (2017).

### 4 CONDITION

Full details of the proposed sewage treatment plant shall be submitted to, and approved in writing by, the Local Planning Authority. The scheme as approved shall be implemented and fully operational prior to the occupation of the development and retained as such thereafter.

## REASON

To avoid the risk of pollution, in accordance with Policy D2 of the Maldon District Local Development Plan (2017).

### 5 CONDITION

The temporary change of use and stationing of 3no. caravans shall make provision for car parking within the site in accordance with the Council's adopted Vehicle Parking Standards (2018) and shall be retained as such for the permitted duration of the development.

## REASON

To ensure appropriate parking is provided in accordance with the Council's adopted Vehicle Parking Standards, in accordance with Policy T2 of the Maldon District Local Development Plan (2017) and the guidance contained in the Maldon District Design Guide Supplementary Planning Document (2018).

## INFORMATIVES

### 1. NESTING BIRDS

The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended (section 1), it is an offence to remove, damage or destroy the nest of any wild bird while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.

Trees and scrub are likely to contain nesting birds between 1st March and 31st August inclusive. Any trees and scrub present on the application site are to be assumed to contain nesting birds between the above dates, unless a recent survey has been undertaken by a competent ecologist to assess the nesting bird activity on site during this period and has shown it is absolutely certain that nesting birds are not present.

## 2. GENERAL GOOD PRACTICE MITIGATION TO AVOID ECOLOGICAL IMPACTS DURING THE CONSTRUCTION PHASE

To avoid killing or injuring small animals which may pass through the site during the construction phase, it is best practice to ensure the following measures are implemented:

- a) Trenches, pits or holes dug on site should be covered over at night. Alternatively, ramps (consisting of a rough wooden plank) or sloped/stepped trenches could be provided to allow animals to climb out unharmed;
- b) materials brought to the site for the construction works should be kept off the ground on pallets to prevent small animals seeking refuge;
- c) rubbish and waste should be removed off site immediately or placed in a skip, to prevent small animals using the waste as a refuge.

## 3. WASTE MANAGEMENT

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

## **POSITIVE AND PROACTIVE STATEMENT**

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

The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern with the proposal and determining the application within a timely manner, clearly setting out the reason(s) for refusal, allowing the Applicant/Agent the opportunity to consider the harm caused and whether or not it can be remedied by a revision to the proposal. The Local Planning Authority is willing to liaise with the Applicant/Agent to discuss the best course of action and is also willing to provide pre-application advice in respect of any future application for a revised development.

Officer: Lisa Greenwood  
Dated : 21/09/2022

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 23 September 2022**



**VAR/MAL/22/00852      Tollesbury East**

Variation of condition 2 on planning permission HOUSE/MAL/20/01147 (Single storey rear/ side extension. Roof addition including roof lights and flue pipe. Changes to fenestration.) Amendment sought: - Condition 2 - Amendment to the roof of the proposed development.

White Leighs 44 Woodrolfe Road Tollesbury Essex

(UPRN - 100090566499)

Mr and Mrs Legerton

**REFUSE** for the following reason:-

A planning authority cannot use S.73 to change the description of the development. It is considered that the proposed changes to the development approved under planning application HOUSE/MAL/20/01147 would result in a development that conflicted with the description of the development contained within the decision notice. Therefore, the proposed amendments extend beyond the limitations of an application under s.73 of the Town and Country Planning Act (1990) (as amended).

**POSITIVE AND PROACTIVE STATEMENT**

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

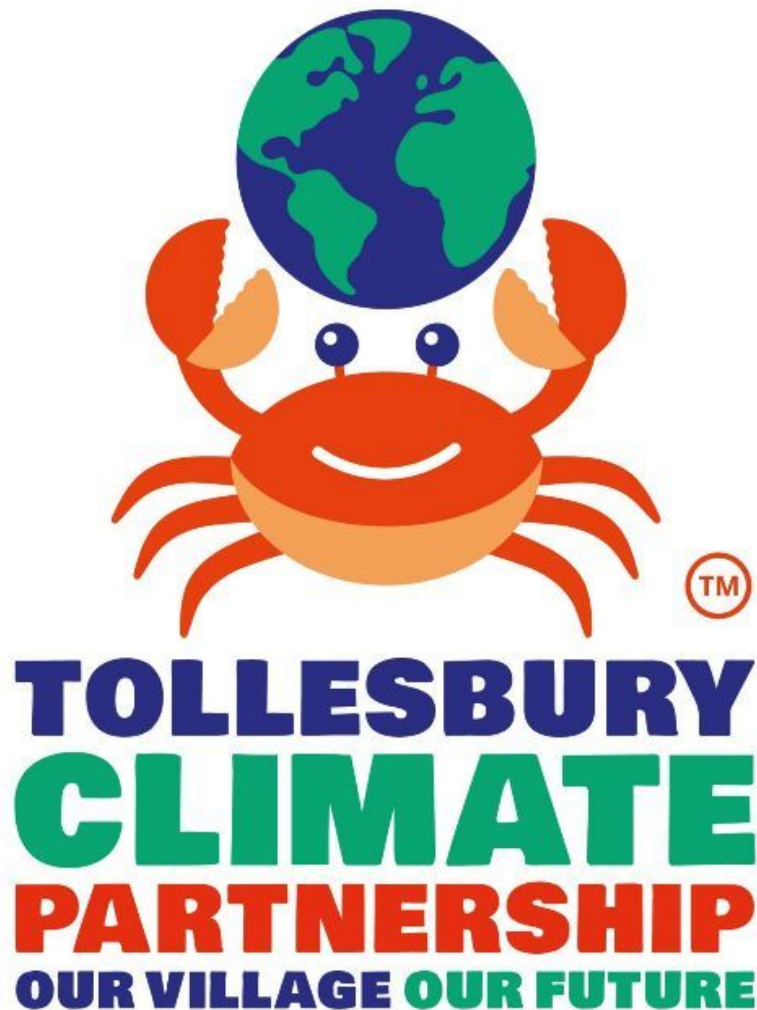
The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern with the proposal and determining the application within a timely manner, clearly setting out the reason(s) for refusal, allowing the Applicant/Agent the opportunity to consider the harm caused and whether or not it can be remedied by a revision to the proposal. The Local Planning Authority is willing to liaise with the Applicant/Agent to discuss the best course of action and is also willing to provide pre-application advice in respect of any future application for a revised development.

Officer: Jade Elles

Dated : 16/09/2022

**From:** Juliet [REDACTED]  
**To:** tollesburypc@btinternet.com  
**Date:** Oct 9, 2022 8:51:44 AM  
**Subject:** Spotlight on Tollesbury energy saving

[View this email in your browser](#)



## Spotlight on Tollesbury energy-saving

Autumn is here and TCP is busy with some great initiatives for all the village – and yes, we still need more of you to get involved!

With bills going up, and the cost-of-living crisis affecting so many of us, this update focuses on our community energy projects which aim to save money, save energy and shrink Tollesbury's carbon footprint.

### Tollesbury School project



Over the summer we've worked with Tollesbury School to develop a project aiming to decarbonise the school over the next two years. If successful in raising funds, we would improve the fabric of the school through insulation and new windows; reduce energy consumption (eg LED lighting); install solar panels to generate electricity; and, most importantly move the school away from oil-based heating to a ground source heat pump.

The idea is to reduce the school's long-term energy consumption and ensure more predictable costs -- especially important in these volatile times. Other benefits will be a more comfortable working environment for the students and staff, and exciting learning opportunities for pupils around sustainability and climate change.

Over the summer we commissioned feasibility studies and prepared detailed costs. The total budget needed to decarbonise Tollesbury School is likely to be around £600,000 -- a sum that Essex County Council cannot fund directly.

The school is now ready to apply to the Government's Public Sector Decarbonisation Scheme (PSDS). When the next funding round opens this month, we'll request a grant of £380k, the maximum the rules allow for. As the PSDS won't provide 100% grant support, if the application is successful TCP will then issue a community share offer to raise around another £220k for the project in early 2023.

Community investors in Tollesbury School will get a modest rate of return on their investment which is likely to have a pay-back period of around 15 to 20 years. The income to pay back TCP's investors will come from the difference between the existing school's energy budget which will be carried forward, and actual running costs. We'll provide more information on this at a planned TCP event on November 11.

### Energy Cafés are back!



Our drop-in energy cafes are going again. While the sunshine lasts, we're holding them outside The Centre (or in if it's raining!). Do come and chat about your energy needs with our trained volunteers who can suggest energy-saving home improvements, help make sense of your electricity bills and signpost you to government grants available.

Some residents are already signing up for grants and other support. **One household has had some £5,500 worth of energy-saving measures installed for free! Another family has had loft insulation, solar panels,**

**and LED bulbs fitted -- all for free.**

We started these advice sessions last year with the help of Community Energy South. We want to reach as many of you as we can, to save you money and reduce our community's carbon footprint. So don't be shy, come along and you may be surprised what help's available...

**Next dates:** Saturday November 5<sup>th</sup>, December 3<sup>rd</sup>, and December 17<sup>th</sup>. If you can't make it, E-mail [energy@tollesburyclimate.org](mailto:energy@tollesburyclimate.org) or leave a message on 07784 602281. Please get in touch if you can volunteer, even if only to make the teas.

### **Thermal imaging camera**

Last winter 30 households borrowed our thermal camera to track down draughts and cold spots on their property. As it gets colder, we'll re-start this scheme to see if more homes could benefit from draught-proofing and insulation.

You can get your name on the waiting list via [energy@tollesburyclimate.org](mailto:energy@tollesburyclimate.org) or leave a message on 07784 602281, leaving your number and address. TCP members can borrow the camera for 48 hours free of charge. (Membership is £1 for life!).

**Can you run this scheme for us?** It's not onerous, you'll meet lots of people, and TCP can fund you to do a one-day course if you're interested.

### **Solar for the industrial estate**

We're encouraging businesses on the industrial estate to consider solar panels for their energy needs. One already plans a major solar and EV charging project. Others are potentially interested.

Tollesbury Sailing Club are looking at solar and EV charging, which will be discussed at December's AGM. We've also approached Woodrolfe Park about a potential community solar scheme for their 50 or so flats. There may be a way to accelerate schemes like these, and possibly homes and public buildings too. EU funding is available through South East New Energy, which might enable us to carry out a geospatial survey of the parish, followed by a feasibility study. This would identify all the roofs and spaces which have potential for energy generation, especially for solar and GSHP schemes. This could eventually lead to a larger community energy project, supported by green investors.

In the meantime, we'll support other groups when we can, though our resources are limited. If Tollesbury could become an energy provider with its own renewable energy sources, the village would be more resilient to energy price rises and we'd reduce our carbon footprint.

**If you can help out with this initiative, or need more information contact** [energy@tollesburyclimate.org](mailto:energy@tollesburyclimate.org)

### **More from our working groups:**

**Food:** One week to go! Don't forget to sign up for our (free) Tollesbury Apple Day in collaboration with The Wildest Rumpus next Sunday 16<sup>th</sup> October – a few places left but you need to sign up [here](#). Bring along homegrown apples and pears for pressing if you have them, so you can go home with a bottle of your own juice to enjoy. We'll have extra fruit for those without – maybe it'll inspire you to plant your own tree! Get in touch [food@tollesburyclimate.org](mailto:food@tollesburyclimate.org)

**Community engagement:** Look out for details of a TCP Social on Friday 11<sup>th</sup> Nov at The Congregational Rooms – drop in for a chat over a glass of wine & nibbles, celebrate our projects one year on, and share your ideas for what's next! Get in touch [engage@tollesburyclimate.org](mailto:engage@tollesburyclimate.org)

**Transport:** We're big fans of our local buses and walking/cycling – look out for all the bus timetables & plans for bike racks! We're also working with organisations such as Sustrans, Maldon District Council and Essex County Council on a possible “Jam & Oyster” route from Tollesbury to Tiptree. Get in touch: [transport@tollesburyclimate.org](mailto:transport@tollesburyclimate.org)

**Marine:** We're concerned about the potential impact of sea level rise and the maintenance of sea defences. Although sea level rise is a long-term issue, it is important that sea walls are monitored and maintained, especially to defend against storm surges. TCP is liaising with local stakeholders and relevant agencies (including Environment Agency and Essex County Council) to identify concerns and make sure appropriate action is taken. Get in touch [marine@tollesburyclimate.org](mailto:marine@tollesburyclimate.org).

**AND...** Don't forget to make use of our Seed Swap outside the Surgery, Energy Café's on Saturdays (see above) and the bus schedules at the Square.

**Coming soon:** a noticeboard outside the school, a community map, more tree planting and more...

Finally, special thanks to the Scouts and everyone who has helped out with tree watering parties during the long dry summer. This has kept most of the trees we planted in the Spring alive & thriving!

TCP Coordinators

Follow us on Facebook and Instagram @tollesburyclimatepartnership  
[hello@tollesburyclimate.org](mailto:hello@tollesburyclimate.org)

*TCP's vision is "our community working together to reduce the impact of climate change and protect the Tollesbury we love for future generations."*



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You are receiving this email because you opted in via our website.

**Our mailing address is:**  
Tollesbury Climate Partnership  
6 Wycke Lane  
Tollesbury  
Maldon, Essex CM9 8ST  
United Kingdom

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**From:** Juliet Heller [REDACTED]  
**To:** tollesburypc@btinternet.com  
**CC:** 'Emma St. Joseph' [REDACTED]  
[REDACTED]

Dear colleagues,

Tollesbury Climate Partnership would like to request use of the space in the bus shelter opposite the bus schedule notice-board.

We are planning to produce a community map of all the shops and sites – some related to the work of TCP (approximately A1 size). This is likely to include the seed swap hut, community herb garden, trees planted, local food shops, cafes, bike racks etc. It can also map out key locations for visitors such as the salt pool, parish room, The Centre, The Lighthouse, Doctor's Surgery, St Mary's, the Cemetery and start of footpaths/cycle routes.

We are currently working on a first draft but can share an outline graphic if useful.

Look forward to hearing your response.

Best regards,

Julie Heller

Emma St Joseph



Julie Heller

Community Engagement Coordinator

Tollesbury Climate Partnership

M +44 (0)7946 616150

E [engage@tollesburyclimate.org](mailto:engage@tollesburyclimate.org)

@tollesburyclimatepartnership





Michelle Curtis  
Parish Clerk  
Tollesbury Parish Council

Dear Michelle,

Tollesbury Royal British Legion Branch is in the process of making the arrangements for the Remembrance Day Service and Parade, which this year will be held on Sunday 13<sup>th</sup> November, and we would like to invite you to join us. The parade led by the 'Colchester Pipes & Drums Band' will leave the clubhouse at approximately 10.15am and march to St Marys Church for the remembrance service. On completion of the service and wreath laying ceremonies at St Mary's and the recreational ground the parade will march back to the clubhouse.

Rehearsals will be held, starting at 0930 on Saturday 12<sup>th</sup> November in the Congregational Church.

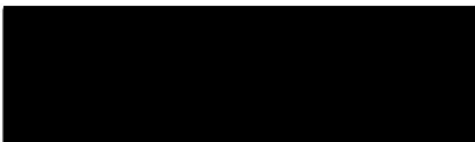
I will be grateful if you would inform me in due course whether the Tollesbury Parish Council will be taking part in the Remembrance Service and parade.

A Poppy Wreath will be ready for collection in the committee room on Sunday 13<sup>th</sup>. The cost of the wreath is £18. I would appreciate it if payment were passed to me no later than the 18<sup>th</sup> November.

We request that the gate to the recreational ground is left unlocked on Remembrance Sunday.

I look forward to hearing from you soon.

Yours sincerely,



Malcolm Cousens  
Branch Chairman & Poppy Appeal Organiser