



Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Tuesday 5th September 2023**, 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

29th August 2023

Councillors: S Plater (Chairman), S Hawes (Vice-Chairman), M Bell, R Clare, A Ferneyhough, L Goldie, L Inwood, 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

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)

3. Public Bodies (Admission to Meetings) Act 1960

In view of the confidential personnel and contractual nature of the business to be transacted, to consider excluding the press and public from the meeting.

4. Co-Option

To consider application forms and co-opt a Member onto the Parish Council.

5. Public Bodies (Admission to Meetings) Act 1960

To consider permitting the press and public to return to the meeting.

6. 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.

7. County Councillor and District Councillors

To receive information from the County Councillor and District Councillors

8. Minutes

To receive and approve the minutes of the Parish Council Meeting held on 1st August 2023

9. Finance

9.1 To receive and approve the Monthly Financial Report as of 31st August 2023

9.2 To receive and approve the payment schedule

10. External Audit

To receive Section 3 – External Auditor Report and Certificate 2022/23 of the Annual Governance and Accountability Return (AGAR)

11. 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).

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

Application No: LBC/MAL/23/00693 PP-12311834

Proposal: Addition of PV panels to boatyard, workshop and WC block roofs

Location: Fellowship Afloat Charity Trust Yacht Store D Woodrolfe Road

Application No: LBC/MAL/23/00695 PP-12311915

Proposal: Installation of PV panels to 4No Sail Loft buildings and re roofing the sail lofts in darker colour coated corrugated tin sheet to compliment colour of chosen PV panel

Location: Fellowship Afloat Charity Trust Yacht Store D Woodrolfe Road

Application No: LDP/MAL/23/00719 PP-12328045

Proposal: Claim for lawful development certificate for a proposed extension to existing rear facing dormer. Removal of chimney.

Location: 22 Sceptre Close

Application No: TCA/MAL/23/00735 PP-12338485

Proposal: T1 - Holly, T2 - Silver Birch, T3 - Yew, T4 - Acacia, T5 - T7 Lime - Crown lift by 3m on each tree.

Location: Tollesbury Congregational Church East Street

Application No: HOUSE/23/00726 PP-12334408

Proposal: Demolition of existing structure on side of property and erection of a single storey extension and ancillary works.

Location: 7 East Street

Application No: TCA/MAL/23/00815

Proposal: T10, T11 - Poplar - Fell

Location: Victory Recreation Ground Elysian Gardens

12. Recreation Ground

12.1 To receive a verbal report from the Recreation Ground Committee

12.2 To receive the Monthly Inspection Report

12.3 To consider quotations for a topographical survey

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

13.1 To receive the draft minutes of the Environment & Amenity Committee meeting held on 8th August 2023.

13.2 To receive a verbal report from the Environment and Amenity Committee

13.3 To consider an email from a resident regarding the decision of the Environment and Amenity Committee in relation to the relocation of a litter bin near the telephone kiosk on the High Street

14. Woodrolfe Hard

14.1 To receive a verbal report from the Woodrolfe Hard Committee

15. Woodup Pool

15.1 To receive a verbal report from the Woodup Pool Committee

16. Neighbourhood Plan

16.1 To resolve to adopt the Housing Needs Survey dated June 2023

16.2 To approve the draft summary of the Housing Needs Survey for public distribution.

16.3 To resolve to explore Community Led Housing

16.4 To resolve to have a discussion with Hastoe regarding affordable housing

16.5 To resolve to have a discussion with Maldon District Council Housing Department

16.6 To agree on the framework and next steps to progress the Neighbourhood Plan

17. Tollesbury Village Larder

To receive an update from Tollesbury Village Larder

18. Tollesbury Climate Partnership (TCP)

To consider the proposal from TCP for the window stickers for the Telephone Kiosk

19. Police/Community Protection Officers (CPO)

19.1 To receive the Police Reports (confidential) and discuss policing matters within the village to report back to Essex Police

19.2 To receive the CPO Report for July 2023

20. Administration

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

21. Community Matters

To receive information only or note future agenda items

22. Public Bodies (Admission to Meetings) Act 1960

In view of the confidential personnel and contractual nature of the business to be transacted, to consider excluding the press and public from the meeting.

23. Employment Matters

To review the remuneration for the Caretaker.

24. Public Bodies (Admission to Meetings) Act 1960

To consider permitting the press and public to return to the meeting.

25. Dates of the Next Meetings

Tuesday 5th September 2023 – Full Council Meeting – 7.30pm – Pavilion

Tuesday 19th September 2023 – Full Council Meeting – 7.30pm – Pavilion

Tuesday 19th September 2023 – Recreation Ground Committee – Following the Full Council Meeting – Pavilion

Tuesday 3rd October 2023 – Full Council Meeting – 7.30pm – Pavilion

Wednesday 4th October 2023 – Finance Committee – 7.30pm – Pavilion

Tuesday 10th October 2023 – Woodup Pool Committee – 7.00pm – Pavilion

Tuesday 17th October 2023 – Full Council Meeting – 7.30pm – 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.

Clerk: Michelle Curtis

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

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

Section 3 – External Auditor's Report and Certificate 2022/23

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

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

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

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

None.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

14/08/2023

TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

DATE OF INSPECTION: 26/08/2023

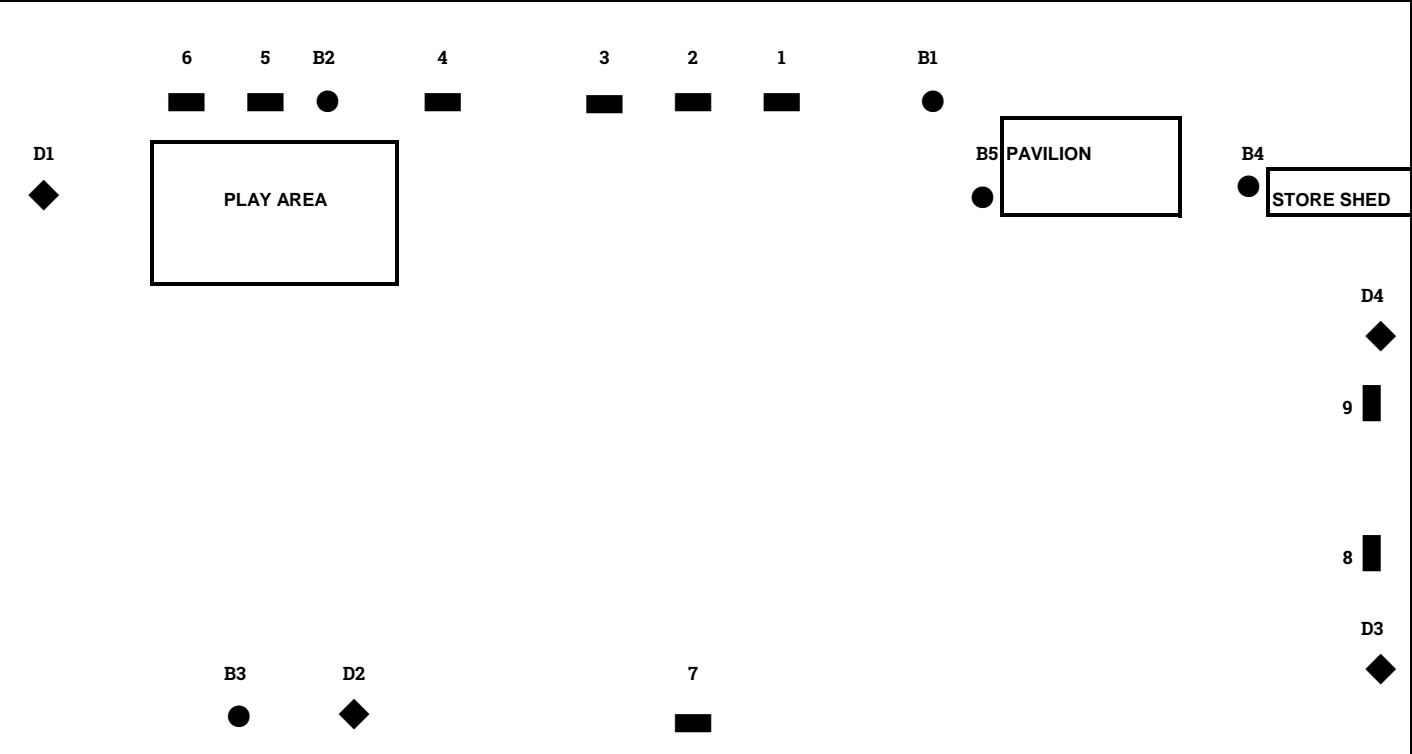
	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	Rubber matting under swing needs replacing - Swings have been removed
Toddler Swing	√	
Snake Slide	√	
Wooden Climber Platform	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	
Roundabout	√	
Zip Wire	√	
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	Graffiti
Skate Park	√	Graffiti
Surfer Springer	√	
Fire Engine	√	
Fence	√	Issue with gate. Gamart have inspected and repaired
Football Goal Posts	√	

Signed: *S J Curtis*

Hole dug near to the youth shelter

TOLLESBURY PARISH COUNCIL
BENCHES AND BINS

DATE OF INSPECTION: 26/08/2023



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*

LAND SURVEYING
BUILDING SURVEYING
UNDERGROUND SURVEYING
SITE ENGINEERING
MONITORING



Quotation Proposal

Project

Tollesbury Recreation Ground
Elysian Gardens
Tollesbury
Maldon, Essex CM9 8QN

Client

Plater Claiborne Architecture &
Design

Job Number

60779

Date

August 2023

Date: 18/08/2023
Reference: 60779
Issued By: Jordon Hunt

QUOTATION

**Client Address:**

Plater Claiborne Architecture &
Design
The Sail Lofts
Tollesbury
CM9 8SE
United Kingdom

Site Address:

Tollesbury Recreation Ground
Elysian Gardens
Tollesbury
Maldon, Essex CM9 8QN

Billing Address:

Plater Claiborne Architecture &
Design
The Sail Lofts
Tollesbury
Essex
CM9 8SE
United Kingdom

Further to your recent enquiry, dated 18 Aug, 2023, we are pleased to have the opportunity of providing a fee estimate for undertaking a survey at the above project.

We understand the scope of works to be a topographical survey within the red area as marked on the plan in which you provided.

The project will be surveyed in accordance with our version of the Royal Institution of Chartered Surveyors (RICS) specification for Measured Surveys of Land, Buildings and Utilities, drawn to a suitable scale.

Having not had the opportunity to visit the site, please see our below fixed fee, which is exclusive of VAT, valid for 30 days and subject to the terms and conditions attached.

Service	Description	Price
Topographical Survey	Full topographical survey within the red area.	£495.00

You may also be interested in the following services which we can provide for this project:

- Hydrographical surveys
- Boundary surveys
- Site investigations
- Mobile mapping
- Structural monitoring
- BIM & Revit modelling
- Concrete & rebar scans
- Sewer maintenance
- Asset tagging

At the time of writing, we have a lead-in for new projects of **1 week(s)** from receipt of written acceptance.

Survey Solutions are pleased to provide up to £5 million professional indemnity insurance as standard, for all quotations issued.

We trust that the above meets with your approval and if we can be of any further assistance or if you would like to discuss any of the aspects raised, please do not hesitate to contact us.

Kind regards,

Jordon Hunt

Survey Manager
jordon.hunt@survey-solutions.co.uk
07949 414699
01473 240410
www.survey-solutions.co.uk

TERMS AND CONDITIONS

1. INTERPRETATION

1.1 The following definitions and rules of interpretation apply to these terms and conditions (**Conditions**).

Company: any company, partnership, corporation, or other body corporate, wherever and however incorporated or established.

and includes any subordinate **Confidential Information:** Information that is proprietary or confidential to either party and is either clearly labelled as such or is by its nature intended to be exclusively for the knowledge of the recipient alone.

Consumer: an individual acting for purposes that are wholly or mainly outside that individual's trade, business, craft or profession.

Contract: The Customer's purchase order and the Supplier's acceptance of it, or the Customer's acceptance of a quotation for Services by the Supplier under condition 2.2.

Customer: the person, firm or company who purchases Services from the Supplier.

Customer's Equipment: any equipment, systems, cabling, or facilities provided by the Customer and used directly or indirectly in the supply of the Services.

Deliverables: all survey results and associated Documents, products and materials developed by the Supplier or its agents, subcontractors, consultants and employees in relation to the Services, including computer programs, data, reports and specifications as specified or referred to in the Services specification. **Document:** includes, without limitation, in addition to any document in writing, any drawing, map, plan, diagram, design, picture or other image, tape, disk or other device or record embodying information in any form.

In-put Material: all Documents, information and materials provided by the Customer relating to the Services including (without limitation), computer programs, data, reports and specifications as may be required of the Customer at the request of the Supplier from time to time.

Intellectual Property Rights: all patents, rights to inventions, utility models, copyright and related rights, trademarks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database right, topography rights, moral rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world.

Pre-existing Materials: all Documents, information and materials provided by the Supplier relating to the Services, which existed prior to the commencement of the Contract including computer programs, data, reports, and specifications.

Services: the services to be provided by the Supplier under the Contract as set out or referred to in the Services specification by the Supplier together with any other services which the Supplier agrees to provide, to the Customer.

Site: the construction site or other location where the Services are to be provided by the Supplier under the Contract.

Supplier: Land Survey Solutions Limited trading as Survey Solutions.

Supplier's Equipment: any equipment, including tools, systems, cabling, or facilities, provided by the Supplier or its subcontractors and used directly or indirectly in the supply of the Services.

VAT: value added tax chargeable under English law for the time being and any similar additional tax.

1.2 Headings in these conditions shall not affect their interpretation.

1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

1.4 A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment legislation for the time being in force made under it.

1.5 A reference to **writing** or **written** includes faxes and e-mail.

1.6 Any obligation in the Contract on a person not to do something includes, without limitation, an obligation not to agree, allow, permit or acquiesce in that thing being done.

2. APPLICATION OF CONDITIONS AND AUTHORISED SIGNATORY

2.1 These Conditions shall:

(a) apply to and be incorporated into the Contract; and

(b) prevail over any inconsistent terms or conditions contained, or referred to, in the Customer's purchase order, confirmation of order, acceptance of a quotation, or specification or other Document supplied by the Customer, or implied by law, trade custom, practice or course of dealing.

2.2 The Supplier's acceptance of the Customer's purchase order, or the Customer's acceptance of a quotation for Services by the Supplier, constitutes the Contract for the Customer to purchase the Services specified in it on these Conditions. No offer placed by the Customer shall be accepted by the Supplier other than: (a) by a written acknowledgement issued and executed by the Supplier; or

(b) (if earlier) by the Supplier starting to provide the Services, when a contract for the supply and purchase of the Services on these Conditions will be established. The Customer's standard terms and conditions (if any) attached to, enclosed with or referred to in any purchase order or other Document shall not govern the Contract.

2.3 Quotations are given by the Supplier on the basis that no Contract shall come into existence except in accordance with condition 2.2. Any quotation is valid for a period of 30 days from its date, provided that the Supplier has not previously withdrawn it.

2.4 Any notice, consent or other authorization required under these Conditions shall only be binding on the Supplier if it is signed by a director of the Supplier.

3. COMMENCEMENT AND DURATION

The Services supplied under the Contract shall be provided by the Supplier to the Customer on such date and for such time as the parties shall agree in writing (the Supplier having conducted an inspection of the Site beforehand, should the Supplier so reasonably require).

4. SUPPLIER'S OBLIGATIONS

4.1 The Supplier shall:

(a) where the Customer is a Company, use reasonable endeavours to provide the Services, and to deliver the Deliverables to the Customer, in all material respects; but, (b) where the Customer is a Consumer, provide the Services to the Customer with reasonable care and skill and shall provide the Deliverables to the Customer, in all material respects.

4.2 The Supplier shall use reasonable endeavours to meet any performance dates specified in the Services, but any such dates shall be estimates only and time shall not be of the essence for performance of the Services. For clarity, where the Customer is a Consumer, the Supplier shall provide the Services within a reasonable time of any specific performance dates specified in the Services.

4.3 The Supplier shall use reasonable endeavours to observe all health and safety rules and regulations, and any other reasonable security requirements that apply to the Site and that have been communicated to it under condition 5.1(e), provided that it shall not be liable under the Contract if, as a result of such observation, it is in breach of any of its obligations under the Contract.

- 4.4 The Supplier shall carry out the Services between the hours of 9.00 am to 5.00 pm Monday to Friday (excluding public holidays) except where the Customer requires the Supplier to work outside of these hours at such additional cost, as the parties shall agree.
- 4.5 Service utilities and drainage pipework may be suitably marked on the ground by the Supplier to enable later identification, by means of coloured spray paint. Unless by prior arrangement, spray markings shall not be removed from the site by the Supplier. Client to advise the Supplier in advance of visiting site should spray markings not be acceptable as this may incur additional time required on site.
- 4.6 The Supplier shall not lift damaged or broken service covers, or service covers in the highway, where in the opinion of the Supplier such covers cannot be replaced safely or without risk to health and safety. Where such covers require to be lifted in order for the Services to be completed, any additional resources such as, but not limited to, a traffic management system, will be required and the cost borne by the Customer. In the event that a revisit is required by the Supplier an additional fee will apply. **UNDERGROUND AND SUB-SURFACE INVESTIGATIONS AND CCTV DRAINAGE SURVEYS**
- 4.7 For the purposes of Services that require underground and sub-surface investigation and CCTV drainage surveys:
- (a) The Supplier shall use all reasonable techniques including electromagnetic or ground penetrating radar and such other equipment as required by the Customer, subject to appropriate training (but not trial excavations unless specifically agreed) of the area of the Site that is to be investigated. The use of equipment will be affected by the conditions of the Site. Dense or multiple layering of reinforcement barring may prevent signal penetration as will wet or dense clay or saline strata.
- Such techniques may therefore not be conclusive, and the Customer is deemed to accept the Services in that knowledge.
- (b) The Supplier shall use its reasonable endeavours to locate and track underground and sub-surface details and services but any evidence in the possession of the Supplier or otherwise supplied to the Supplier that shows such services are recorded but nevertheless physically undetectable will be plotted and annotated on the Supplier's final survey plans as part of the Services.
- (c) Any underground and sub-surface details and services that are located will be identified on the survey plans with reference to measurements from adjacent features. Where depth estimations are requested by the Customer, these will be supplied on the understanding that the Customer acknowledges that such depth estimations will be for guidance only.
- (d) Sewer connectivity will be investigated by reference to records where supplied and by visual and audible means. Electronic tracing is an additional service and will only be undertaken by prior arrangement and at additional cost.
- (e) The Supplier may at its discretion provide a guidance note on electromagnetic and ground penetrating radar to the Customer for information purposes only on the understanding that it is only for guidance and will not form any part of the rights and obligations of the parties under the Contract. **UAV DRONE IMAGERY SURVEYS**
- 4.8 For the purposes of Services which comprise UAV drone imagery surveys, the Customer is hereby notified that UAV drone flights are susceptible to cancellation due to adverse weather conditions and where a UAV drone imagery survey must, in the Supplier's sole opinion, be postponed or delayed due to adverse weather conditions, the parties shall cooperate to determine an appropriate alternative appointment for completion of the UAV drone imagery survey.
5. **CUSTOMER'S OBLIGATIONS**
- 5.1 The Customer shall:
- (a) co-operate with the Supplier in all matters relating to the Services and inform the Supplier whether it must allow for any confined space entry, high pressure water jetting or pre-cleansing which will be required as part of the Services;
- (b) provide the Supplier, its agents, subcontractors, consultants and employees, in a timely manner and at no charge, with access to the Site as well as access to any other property and land (including any access required to property and land owned by third parties) reasonably required by the Supplier to conduct the Services; (c) provide to the Supplier, in a timely manner, such In-put Material including relevant Data and other information as the Supplier may require and ensure that it is accurate in all material respects;
- (d) be responsible (at its own cost) for preparing the Site to enable the Services to be conducted, including identifying, monitoring, removing and disposing of any hazardous materials as the Supplier may require in accordance with all applicable laws, before and during the supply of the Services, and informing the Supplier of all of the Customer's obligations and actions under this condition 5.1(d);
- (e) inform the Supplier of all health and safety rules and regulations and any other reasonable security requirements that apply at the Site;
- (f) ensure that all Customer's Equipment (where it is required by the Supplier) is in good working order and suitable for the purposes for which it is used and conforms to all relevant United Kingdom standards or requirements;
- (g) obtain and maintain all necessary licences and consents and comply with all relevant legislation in relation to the Site or other premises as may be required under condition 5.1(b), before the date on which the Services are to start;
- (h) where required by the Supplier to keep and maintain the Supplier's Equipment in accordance with the Supplier's instructions as notified to the Customer, and shall not dispose of or use the Supplier's Equipment other than in accordance with the Supplier's written instructions or authorisation; and
- (i) pay for the attendance of any local authority personnel or other representatives who may attend the Site or otherwise become involved in any aspect of the Services on their own behalf.
- 5.2 In providing the Services, if the Supplier comes across any areas that are inaccessible or access is denied to the Supplier or otherwise, in the Supplier's reasonable opinion present a risk to health and safety, any Services relating to such areas shall be excluded from the Services and annotated accordingly on the Supplier's final survey plans.
- 5.3 If the Supplier's performance of its obligations under the Contract is prevented or delayed by any act or omission of the Customer, its agents, subcontractors, consultants or employees (including prevention of access under condition 5.2) or failure by the Customer to perform any relevant obligation, the Supplier shall not be liable for any costs, charges or losses sustained or incurred by the Customer arising directly or indirectly from such prevention or delay the Customer shall reimburse the Supplier on written demand for any costs or losses sustained or incurred by the Supplier arising directly or indirectly from the Customer's default.
- 5.4 The Customer shall be liable to pay to the Supplier, on demand, all reasonable costs, charges or losses sustained or incurred by the Supplier whether for any revisits to the survey site or otherwise (including, without limitation, any direct, indirect or consequential losses, loss of profit and loss of reputation, loss or damage to property and those arising from injury to or death of any person and loss of opportunity to deploy resources elsewhere) arising directly or indirectly from the Customer's fraud, negligence, failure to perform or delay in the performance of any of its obligations under the Contract, subject to the Supplier confirming such costs, charges and losses to the Customer in writing.
- 5.5 The Customer shall take out and maintain adequate insurance cover in respect of its risks and liabilities under the terms of the Contract and provide copies of such insurance policies and evidence of the payment of premiums under such policies as the Supplier shall reasonably demand. The Customer shall not do or omit or suffer to be done or omitted any act, matter or thing whatsoever to make void or voidable such policies of insurance.

6. **NON-SOLICITATION**

- 6.1 The Customer shall not, without the prior written consent of the Supplier, at any time from the commencement of the Contract to the expiry of 6 months after the termination or expiry of the Contract, solicit or entice away from the Supplier or employ or attempt to employ any person who is, or has been, engaged as an employee, consultant or subcontractor of the Supplier in the provision of the Services.
- 6.2 Any consent given by the Supplier in accordance with condition 6.1 shall be subject to the Customer paying to the Supplier a sum equivalent to 20% of the then current annual remuneration of the Supplier's employee, consultant or subcontractor (if applicable, extrapolated for a full time role) or, if higher, 20% of the annual remuneration (assumed to be a full time role) to be paid by the Customer to that employee, consultant or subcontractor.

7. **CHARGES AND PAYMENT**

- 7.1 In consideration of the provision of the Services by the Supplier, the Customer shall pay the charges as set out in the Contract together with any agreed additional charges resulting from an agreed variation of the Services under the Contract.
- 7.2 All charges quoted to the Customer shall be exclusive of VAT, which the Supplier shall add to its invoices at the appropriate rate and the Customer shall pay to the Supplier such additional amounts in respect of VAT as are chargeable on the supply of the Services at the same time as payment is due for the supply of the Services.
- 7.3 The Supplier may increase the charges as set out in the Contract on an annual basis with effect from each anniversary of the commencement of the Contract in line with the percentage increase in the Retail Prices Index in the preceding 12-month period, and the first such increase shall take effect on the first anniversary of the commencement of the Contract and shall be based on the latest available figure for the percentage increase in the Retail Prices Index.
- 7.4 The Supplier shall invoice the Customer in advance of completion of the Services, on completion of the Services, monthly through the course of the Services or at such other intervals as the Supplier shall otherwise determine and notify the Customer.
- 7.5 Subject to condition 11.2, the Customer shall pay each invoice submitted to it by the Supplier, in full and in cleared funds, within 7 days of receipt.
- 7.6 Without prejudice to any other right or remedy that it may have, if the Customer fails to pay the Supplier on the due date, the Supplier may:
(a) charge interest on such sum from the due date for payment at the monthly rate of 2% above the base lending rate from time to time of National Westminster Bank plc, accruing on a daily basis and being compounded until payment is made, whether before or after any judgment and the Customer shall pay the interest immediately on demand. The Supplier may claim interest under the Late Payment of Commercial Debts (Interest) Act 1998; and (b) suspend all Services until payment has been made in full.
- 7.7 Time for payment shall be of the essence of the Contract.
- 7.8 All sums payable to the Supplier under the Contract shall become due immediately on its termination, despite any other provision. This condition 7.8 is without prejudice to any right to claim for interest under the law, or any such right under the Contract.
- 7.9 The Supplier may, without prejudice to any other rights it may have, set off any liability of the Customer to the Supplier against any liability of the Supplier to the Customer. The Customer shall pay all amounts due under the Contract in full without any set-off, counterclaim, deduction or withholding (except for any deduction or withholding required by law).

8. **CONFIDENTIALITY AND THE SUPPLIER'S PROPERTY**

- 8.1 The Customer shall keep in strict confidence all technical or commercial know-how, specifications, inventions, processes or initiatives which are of a confidential nature and have been disclosed to the Customer by the Supplier, its employees, agents, consultants or subcontractors and any other confidential information concerning the Supplier's business or its products which the Customer may obtain.
- 8.2 The Customer may disclose such information:
(a) to its employees, officers, representatives, advisers, agents or subcontractors who need to know such information for the purposes of carrying out the Customer's obligations under the Contract; and
(b) as may be required by law, court order or any governmental or regulatory authority.
- 8.3 The Customer shall ensure that its employees, officers, representatives, advisers, agents or subcontractors to whom it discloses such information comply with this condition 8.
- 8.4 The Customer shall not use any such information for any purpose other than to perform its obligations under the Contract.
- 8.5 Unless the Supplier otherwise determines, all materials, equipment and tools, drawings, specifications and data supplied by the Supplier to the Customer (including Pre-existing Materials and the Supplier's Equipment) shall, at all times, be and remain as between the Supplier and the Customer the exclusive property of the Supplier, but shall be held by the Customer in safe custody at its own risk and maintained and kept in good condition by the Customer until returned to the Supplier, and shall not be disposed of or used other than in accordance with the Supplier's written instructions or authorisation.

9. **LIMITATION OF LIABILITY - THE CUSTOMER'S ATTENTION IS PARTICULARLY DRAWN TO THIS CONDITION**

- 9.1 This condition 9 sets out the entire financial liability of the Supplier (including any liability for the acts or omissions of its employees, agents, consultants, and subcontractors) to the Customer in respect of:
(a) any breach of the Contract;
(b) any use made by the Customer of the Services, the Deliverables or any part of them; and
(c) any representation, statement or tortious act or omission (including negligence) arising under or in connection with the Contract.
- 9.2 All warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from the Contract.
- 9.3 Nothing in these Terms and Conditions limits or excludes the liability of the Supplier:
(a) for death or personal injury resulting from negligence; or
(b) for any damage or liability incurred by the Customer as a result of fraud or fraudulent misrepresentation by the Supplier; or (c) breach of the following implied terms:
(i) where the Customer is a Company, section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession) only; but,
(ii) where the Customer is a Consumer, sections 2, 3 and 4 of the Supply of Goods and Services Act 1982 (title and quiet possession, correspondence with description, quality and fitness); or
(d) where the Customer is a Consumer, for non-compliance of the Services with pre-contractual information provided by the Supplier to the Customer.
- 9.4 Subject to condition 9.2 and condition 9.3:
(a) the Supplier shall not be liable for:
(i) damage to the ground caused as a result of gaining access or egress with a survey vehicle; or
(ii) damage to pipe work directly or indirectly as a consequence of any CCTV or jetting process; or (iii) loss of use; or
(iv) loss of corruption of data or information; or

- (v) any special, indirect, consequential or pure economic loss, costs, damages, charges or expenses; and
- (b) the Supplier's total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise arising in connection with the performance, or contemplated performance, of the Contract shall be limited to the greater of:
 - (i) £250,000; or
 - (ii) the price paid by the Customer to the Supplier for the Services.

9.5 This condition 9 shall survive termination of the Contract.

10. CONSUMER REMEDIES - THIS CLAUSE 10 ONLY APPLIES WHERE THE CUSTOMER IS A CONSUMER

10.1 Where the Customer is a Consumer, if, in the reasonable opinion of both parties, the Supplier has not provided the Services:

- (a) with reasonable care and skill; or
 - (b) in accordance with the pre-contractual information relating to performance of the Services provided by the Supplier to the Customer;
- then the Customer can require the Supplier, within a reasonable timeframe (being not more than 90 days after the date on which the Services were originally performed), at the Supplier's cost and without significant inconvenience to the Customer, to re-perform that part of the Services as necessary to ensure the Services are carried out with reasonable care and skill or accord with the pre-contractual information relating to the performance of the Services.

10.2 Where the Supplier is unable to re-perform the Services in accordance with clause 10.1, Customer has a right to request a reduction in the charges paid or payable by the Customer to the Supplier. Such a reduction shall be determined by the parties acting reasonably and shall reflect the difference in value between what the Customer paid to receive and what was actually received. Where necessary, the Supplier may provide the Customer with a refund of the difference between the original charge and the reduced charge. Any price reduction and refund, if appropriate, must be provided to the Customer within 14 days of the Supplier agreeing that the Customer is entitled to the same.

10.3 Where, in the reasonable opinion of both parties, the Supplier's performance was not provided in accordance with other pre-contractual information not relating to the performance of the Services, the Customer shall be entitled to a reduction in the charges only and shall not be entitled to re-performance of the Services. Such a reduction shall be determined by the parties acting reasonably.

11. DATA PROTECTION

11.1 For the purposes of this clause 11, the following definitions shall apply:

- (a) "Controller", "Data Subject", "Personal Data", "Processor" and "appropriate technical and organisational measures" shall all have the meanings as given to them in the Data Protection Legislation;
- (b) "Data Protection Legislation" means all applicable privacy and data protection laws, including the EU General Data Protection Regulation (Regulation 2016/679) (the "GDPR"), the Data Protection Act 2018 and any applicable national implementing laws, regulations and secondary legislation in Ireland relating to the processing of personal data and the privacy of electronic communications, as amended, replaced or updated from time to time, including the Privacy and Electronic Communications Directive (2002/58/EC) and the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2003/2426);
- (c) "Data Subject Request" means a Data Subject request to access, correct, amend, transfer or delete that person's Personal Data consistent with that person's rights under the Data Protection Legislation;

11.2 Although the parties acknowledge that the Data Protection Legislation ultimately determines status, the parties are of the view that they shall each be Controllers in respect of Personal Data they receive pursuant to this Contract. Each party shall comply with the applicable Data Protection Legislation in force from time to time, along with the provisions of this clause 11, as applicable.

11.3 Both parties shall take such appropriate technical and organisational measures against unauthorised or unlawful Processing of such data and information and against accidental loss or destruction of, or damage to, such data and information as are appropriate to each party in their capacity as Data Controllers.

11.4 Each party agrees to maintain a notification with the appropriate regulatory authority (in the UK that of the Information Commissioner's Officer) to the extent required under the Data Protection Legislation.

11.5 Each party shall inform the other party as soon as may be practicable in the event of an unauthorised or unlawful Processing of Personal Data solely in relation to Personal Data which has been provided by one party to another under this Contract.

11.6 Each party shall promptly notify the other party where a Data Subject exercises their right under the Data Protection Legislation, and that party shall use its reasonable endeavours to cooperate as requested by the relevant party to comply with the obligations which arise as a result of the exercise of such rights by the Data Subject.

12. TERMINATION

12.1 Without prejudice to any other rights or remedies which the parties may have, either party may terminate the Contract without liability to the other immediately on giving notice to the other if:

- (a) the other party fails to pay any amount due under the Contract on the due date for payment and remains in default not less than 14 days after being notified in writing to make such payment; or
- (b) the other party commits a material breach of any of the terms of the Contract and (if such a breach is remediable) fails to remedy that breach within 30 days of that party being notified in writing of the breach; or
- (c) the other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or (being a company) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 or (being a natural person) is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986 or (being a partnership) has any partner to whom any of the foregoing apply; or
- (d) the other party commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors other than for the sole purpose of a scheme for a solvent amalgamation of that other party with one or more other companies or the solvent reconstruction of that other party; or
- (e) a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of that other party other than for the sole purpose of a scheme for a solvent amalgamation of that other party with one or more other companies or the solvent reconstruction of that other party; or
- (f) an application is made to court, or an order is made, for the appointment of an administrator or if a notice of intention to appoint an administrator is given or if an administrator is appointed over the other party; or
- (g) a floating charge holder over the assets of that other party has become entitled to appoint or has appointed an administrative receiver; or
- (h) a person becomes entitled to appoint a receiver over the assets of the other party or a receiver is appointed over the assets of the other party; or
- (i) a creditor or encumbrancer of the other party attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of its assets and such attachment or process is not discharged within 14 days; or
- (j) any event occurs, or proceeding is taken, with respect to the other party in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in condition 12.1(c) to condition 12.1(i) (inclusive); or

(k) the other party suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of its business.

12.2 On termination of the Contract for any reason:

- (a) the Customer shall immediately pay to the Supplier all of the Supplier's outstanding unpaid invoices and interest;
- (b) in the case of termination by the Supplier in accordance with these conditions where no invoice has been submitted, the Supplier may submit an invoice to the Customer which shall be payable immediately on receipt, regardless of whether such Services have been supplied;
- (c) in the case of termination by the Customer prior to the commencement of the Services, the Supplier may submit an invoice to the Customer for all costs, charges or losses sustained or incurred by the Supplier (including, without limitation, any direct, indirect or consequential losses or loss of profit) arising directly or indirectly from the Contract which shall be payable immediately on receipt. Where the Customer is a Consumer, such invoice must be for reasonable costs, charges or losses only;
- (d) the Customer shall return all of the Supplier's Equipment, Pre-existing Materials and any Deliverables required by the Supplier; and
- (e) the accrued rights and liabilities of the parties as at termination and the continuation of any provision expressly stated to survive or implicitly surviving termination, shall not be affected.

12.3 On termination of the Contract (however arising), the following conditions shall survive and continue in full force and effect:

- (a) condition 8;
- (b) condition 9;
- (c) condition 10; and
- (d) condition 22.

13. **FORCE MAJEURE**

13.1 The Supplier shall have no liability to the Customer under the Contract if it is prevented from, or delayed in performing, its obligations under the Contract or from carrying on its business by acts, events, omissions or accidents beyond its reasonable control, including (without limitation) breakdown of equipment or delivery vehicles, inability to obtain sufficient labour, strikes, lock-outs or other industrial disputes (whether involving the workforce of the Supplier or any other party), failure of a utility service or transport network, act of God, epidemic or pandemic, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.

13.2 If the Force Majeure Event prevents the Supplier from providing any of the Services for more than 12 weeks, the Supplier shall, without limiting its other rights or remedies, have the right to terminate the Contract immediately by giving written notice to the Customer.

14. **VARIATION**

14.1 The Supplier may, from time to time and without notice, change the Services in order to comply with any applicable safety or statutory requirements, provided that such changes do not materially affect the nature, scope of, or the charges for the Services.

14.2 Subject to condition 14.1, no variation of the Contract or these Conditions or of any of the documents referred to in them shall be valid unless it is in writing and signed by or on behalf of each of the parties.

15. **WAIVER**

A waiver of any right under the Contract is only effective if it is in writing and it applies only to the circumstances for which it is given. No failure or delay by a party in exercising any right or remedy under the Contract or by law shall constitute a waiver of that (or any other) right or remedy, nor preclude or restrict its further exercise. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that (or any other) right or remedy.

16. **SEVERANCE**

If a provision of the Contract (or part of any provision) is found illegal, invalid or unenforceable, the parties shall negotiate in good faith to amend such provision such that, as amended, it is legal, valid and enforceable, and, to the greatest extent possible, achieves the parties' original commercial intention.

17. **ENTIRE AGREEMENT**

Where the Customer is a Company, this Contract constitutes the whole agreement between the parties and supersedes all previous agreements between the parties relating to its subject matter. Where the Customer is a Consumer, this Contract, together with any pre-contract information provided by the Supplier to the Customer, constitutes the whole agreement between the parties and supersedes all previous agreements between the parties relating to its subject matter.

18. **ASSIGNMENT**

18.1 The Customer shall not, without the prior written consent of the Supplier, assign, transfer, charge, mortgage, subcontract, declare a trust of or deal in any other manner with all or any of its rights or obligations under the Contract (which for the avoidance of doubt shall include assignment of the benefit of any of the Deliverables).

18.2 The Supplier may at any time assign, transfer, charge, mortgage, subcontract, declare a trust of or deal in any other manner with all or any of its rights under the Contract and may subcontract or delegate in any manner any or all of its obligations under the Contract to any third party or agent.

18.3 Each party that has rights under the Contract is acting on its own behalf and not for the benefit of another person.

19. **NO PARTNERSHIP OR AGENCY**

Nothing in the Contract is intended to, or shall be deemed to, constitute a partnership or joint venture of any kind between any of the parties, nor constitute any party the agent of another party for any purpose. No party shall have authority to act as agent for, or to bind, the other party in any way.

20. **RIGHTS OF THIRD PARTIES**

A person who is not a party to the Contract shall not have any rights under or in connection with it.

21. **NOTICES**

Any notice required to be given under the Contract shall be in writing and shall be delivered by hand or sent by pre-paid first-class post or recorded delivery to the other party. Any notice shall be deemed to have been duly received if delivered personally or if sent by prepaid first-class post or recorded delivery on the second business day after posting.

22. **GOVERNING LAW AND JURISDICTION**

The Contract, and any dispute or claim arising out of or in connection with it, shall be governed by, and construed in accordance with, the law of England and Wales. Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

Quotation

Date: 21/08/2023

Quotation Reference: EM7089

Client Address: Louisa Quilter, Plater Claiborne Ltd

Site Address: Tollesbury Recreation Ground, Tollesbury, Maldon

Further to your enquiry, please find below our quotation to undertake a topographical survey at the above site:

Survey to include:

- A topographical survey of the area outlined red on your plan.

Total - £570.00 +VAT

This quotation is based upon free and uncompromised access unless discussed and agreed. Please see our terms and conditions below.

Our current lead date would be *during* the week beginning 4th September 2023. *Please note, this could alter should we have confirmation or cancelation of other commissions in the meantime.*

If you would like us to carry out the above and our terms are acceptable, please confirm in writing, supplying us with the invoice address and person/s responsible for payment. A deposit may be required if you or your client are new to Sunshine Survey Ltd.

Should you require any further information, please do not hesitate to contact us.

Kind regards,

A handwritten signature in black ink, appearing to read "Emma Ellam".

Emma Ellam
Office Manager

Business Terms and Conditions

Payment Of Invoices

- Payment should be received within 30 days of the invoice date. Non-payment, without prior agreement, will result in interest and an overdue fee being applied.
- If you need to cancel or reschedule a survey, we respectfully request at least 48hrs notice. Any cancellation without this notice period will result in a 10% charge of the total survey cost being applied (minimum £100).
- New clients to Sunshine Survey Ltd will be required to pay a deposit of 10% (£100 minimum) to hold proposed dates and prior to us attending site.
- Please email confirmation to emma@sunshinesurvey.co.uk that you agree to these terms, supplying the payee's name, invoice address, account email address and phone number.

Topographical Surveys/Setting Out

- All site personnel are to be informed of the survey dates and to expect surveyors on site at the times arranged.
- We are not responsible for the omission of detail where features are obscured i.e., by vegetation, vehicles, stacked material or are considered unsafe by the surveyor. They will be annotated on the drawing and measurements within these areas will not be taken.
- Supplementary charges may apply for site revisits where access to areas has been inaccessible at the time of survey. This may be due to (but not limited to) excessive vegetation, locked gates, challenging tenants/animals etc.
- This quote allows for any survey drawing/s to be produced at one scale and in a digital file format (unless previously specified). Our standard file format is AutoCAD 2D or 3D dwg with the addition of scale pdf files for each drawing sheet within the dwg. Many different formats are available which should be discussed and agreed prior to the commencing of a project. Further charges may apply for additional work carried out once the drawings have been generated.

Lifting of Manhole Covers

Our standard survey specification does *not allow* for the lifting of manhole covers however if you have requested this then the following applies (unless otherwise discussed):

- We work in one-man teams so all covers within the survey area will be lifted where reasonably possible.
- If the cover is in a poor condition, too heavy for one person to lift, obstructed at the time of survey or in an unsafe location it will be annotated on the drawing UTL (unable to lift).

Measured Building Surveys - 3D Laser Scanning

- Our standard building survey allows for internal floor plans, external elevations, and sections. We do not allow for loft/attic areas or roof plans unless discussed and agreed beforehand.
- All areas to be surveyed, in accordance with the specification, are to be fully accessible on the day of survey i.e., rooms unlocked, keys available, tenants compliant, so enabling the surveyor to progress methodically through the building. Additional site visits may incur an additional charge.
- Any areas considered inaccessible or unsafe by the surveyor, unless earlier written notice has been received and agreed, will be annotated on the drawing and measurements within these areas will not be taken.
- We are not responsible for the omission of detail where features are obscured i.e., furniture placement, stacked material, cladding etc.
- Appropriate arrangements are to be made and confirmed if the site is occupied and/or operational (including maintenance/service providers).
- All site personnel are to be informed of the survey dates and to expect surveyors on site at the times arranged.
- This quote allows for any survey drawing/s to be produced at one scale and in a digital file format (unless previously specified). Our standard file format is AutoCAD 2D or 3D dwg with the addition of scale pdf files for each drawing sheet within the dwg. Many different formats are available which should be discussed and agreed prior to the commencing of a project. Further charges may apply for additional work carried out once the drawings have been generated.

From: [REDACTED]
To: Tollesbury Parish Council <tollesburypc@btinternet.com>
Date: Aug 14, 2023 7:07:22 AM
Subject: Re: [REDACTED]

Good morning on Sunday I walk round the village and excuse the comm ttee made that the the bin would impact on the pavement which which I disagree with but if that so then there are two bins that are impacting on the pavement w thin Tollesbury, that's going will need to be moved .2 in the bin outside my window is listed 1 m from my property which means if t catches fire there is quite a big health and safety issue as t's potentially could burn down my property. I'm not sure that anyone actually come and look at at my proposal and is there a appeal process wh ch I can look at I am sorry to trouble you as I know it was not your decision, but unfortunately you all my point of contact at the moment. Also I just like to say that I've been in the construction industry, a very long time, and it would not cost a lot to move that bin. Regards [REDACTED]

Sent from my iPhone

From: [REDACTED]
To: tollesburypc@btinternet.com
Date: Jul 27, 2023 12:05:40 PM
Subject: Re: [REDACTED]

Good morning I emailed you on 12 July regarding a letter bin outside my window I'm sure you very busy can you look at it very annoying that people keep looking in my window and disturbing my private privacy. I'm not sure why and it's been allowed to be placed there. It's an easy fix to move it. Many thanks [REDACTED]

Sent from my iPhone

On 12 Jul 2023, at 14:25, [REDACTED] > wrote:

Good afternoon I am the owner of the above property it has a lovely old red telephone box with a waste bin next to it I wonder if it be possible to move the bin the other side of the telephone box as one of my window is next to the bin and people keep looking in the window, and it's taking my privacy away many thanks

[REDACTED]
Sent from my iPad









The Larder now has been running every Monday 9-12 and Fridays 5-6.30 for 13 months. We continue to support a number of families, as well as couples and single people. During July we assisted 49 people including 12 children.

During the summer months we have seen a decrease in numbers requiring support. 3 families have had a change in circumstances, moving away and acquiring extra employment are prime reasons, also the need not to use heating means that people are able to divert resources to food purchases, thus they do not visit the Larder so often or require food deliveries. The larder continues to work on trust and has proven to be self limiting. Some people use it once a week, others fortnightly, others monthly, and others infrequently but when there is need.

We have seen an increase in single people visiting larder and some have periodic responsibilities for children, we also continue to provide a selection of food items to the Lunch Club for senior people on a weekly basis. We continue to work with D'Arcy Larder and help them if they are short of items and viz-versa

The community coffee morning every monday provides an opportunity for anyone in the village or beyond to drop in and socialise. We have linked with Maldon District Community Voluntary Services who attend once a month to assist local residents. We continue to signpost people to other agencies if and when appropriate.

The Larder has some very dedicated and loyal volunteers and supporters who regularly assist and donate to the Larder. Without donations of both food and monetary gifts we could not operate, and the continuing patronage of the Centre and Congregational Church ensures we can operate.

We have received a number of Financial gifts recently from across a broad spectrum of individuals and businesses and other organisations, including the school, we are very grateful indeed for this, it enables us to be able to purchase items that aren't donated, and we have to do this once a week.

Hopefully we can remain sustainable over the coming winter months

Volunteers continue to organise and take part in "food drives" hosted by both Morrisons and Tescos in Maldon, and customers of Freds Stores are still able to support the Larder by purchasing from the store.

Whilst there remains a need for this type of provision we will continue to operate from the Centre, but we do review how we operate on a regular basis.

Tollesbury Village Larder. 15th August 2023



Agenda Item 19.2

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

Officer	Date	Parish	Start	Finish	Total	Patrol Area	COMMENTS ON PATROL
DR/SC	13/07/2023	Tollesbury	13:30	15:00	01:30	Playing field. Various on street . School. Woodrolfe.	3 x vmo No concerns to raise .
LF	18/07/2023	Tollesbury	09:45	10:15	00:30	Playsite, playing field, toilets and onstreet	Foot patrolled sites and engaged with dog walkers. All looked ok, nothing else to report
BC/AR	28/07/2023	Tollesbury	09:50	10:50	01:00	Village	Patrol of village, on street carparking, check on recreation ground nothing to report.
					3:00:00		