



## Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Tuesday, 5<sup>th</sup> March 2024, 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/RFO

28<sup>th</sup> February 2024

Councillors: S Plater (Chairman), S Hawes (Vice-Chairman), M Bell, R Clare, A Ferneyhough, P Gilbert, 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 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 20<sup>th</sup> February 2024

**6. Finance**

**6.1** To receive and approve the Monthly Financial Report as of 29<sup>th</sup> February 2024

**6.2** To receive and approve the payment schedule

**7. Planning**

**Planning Applications**

Applications are circulated to all Councillors with the agenda for study ahead of the meeting. Planning documents are also available for everyone to view on Maldon District Council's website ([www.maldon.gov.uk](http://www.maldon.gov.uk)).

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

Application No: 24/00121/FUL PP-12752981

Proposal: Proposed new extension to existing building to accommodate three new medical consulting rooms and internal alterations to existing layout.

Location: The Tollesbury Practice 25 High Street Tollesbury

To ratify the decision on the following planning application:

Application No: 24/00123/TELPD

Proposal: The removal of the existing 15m tower to be replaced with a 20m tower to host 6no. antennas, 2no. transmission dishes alongside ancillary works both to the tower and base.

Location: Land At Mell Farm Mell Road Tollesbury

**8. Recreation Ground**

**8.1** To receive a verbal report from the Recreation Ground Committee

**8.2** 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 a verbal report from the Environment and Amenity Committee

**10. Woodrolfe Hard**

**10.1** To receive a verbal report from the Woodrolfe Hard Committee

**11. Woodup Pool**

**11.1** To receive a verbal report from the Woodup Pool Committee

**12. Memorandum of Understanding (MoU)**

To carry out a review of the MoU between the Parish Council and Green Marina (Boatyard) Limited and consider entering into a new MoU until 2025.

**13. Annual Assembly 2024**

To agree on the date for the Annual Assembly 2024

**14. Lewis & Scott**

To receive correspondence between Tollesbury Parish Council and Lewis & Scott

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

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

**15.2** To receive the CPO Report for February 2024

**16. Administration**

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

**17. Community Matters**

To receive information only or note future agenda items

**18. Dates of the Next Meetings**

Tuesday 12<sup>th</sup> March 2024 – Finance Committee – 7.30pm – Pavilion

Monday 18<sup>th</sup> March 2024 – Woodup Pool Committee – 7.00pm – Pavilion

Tuesday 19<sup>th</sup> March 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 19<sup>th</sup> March 2024 – Recreation Ground Committee – To be rescheduled

Tuesday 2<sup>nd</sup> April 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 9<sup>th</sup> April 2024 – Woodup Pool Committee – 7.00pm – Pavilion

Tuesday 16<sup>th</sup> April 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 16<sup>th</sup> April 2024 – Environment & Amenity Committee – To be rescheduled

Tuesday – 7<sup>th</sup> May 2024 – Annual Statutory 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:** [clerk@tollesburyparishcouncil.gov.uk](mailto:clerk@tollesburyparishcouncil.gov.uk)

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

Agenda Item 8.2

DATE OF INSPECTION: 25/02/2024

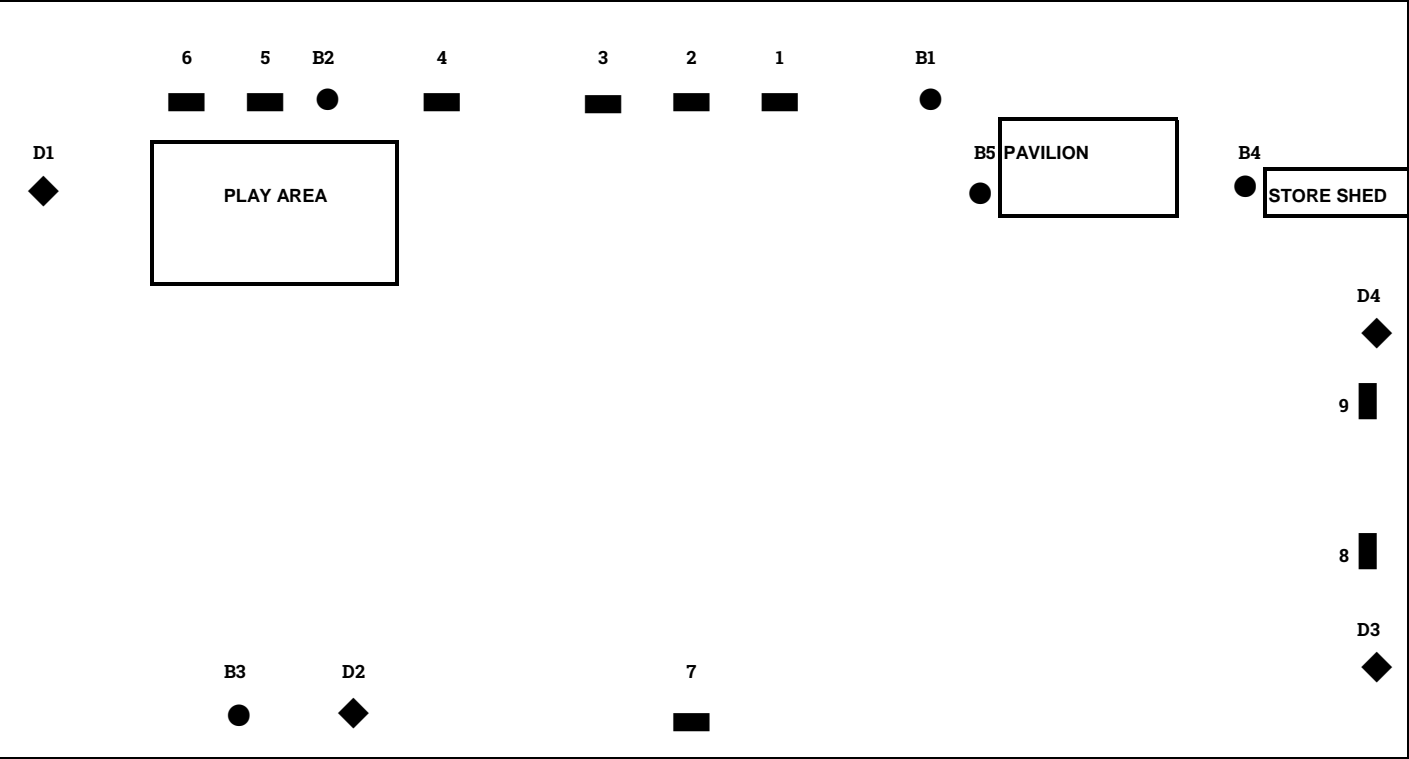
	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	
Toddler Swing	√	
Snake Slide	√	
Wooden Climber Platform	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	
Roundabout	√	
Zip Wire	√	
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	Graffiti
Skate Park	√	Graffiti
Surfer Springer	√	
Fire Engine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

Signed: *S J Curtis*

Lots of glass around the skate park - cleared

TOLLESBURY PARISH COUNCIL  
BENCHES AND BINS

DATE OF INSPECTION: 25/02/2024



**Benches**

1	Bench slats replaced
2	Bench slats replaced
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*



Our ref: TPC/800-24/MC  
Date: 12<sup>th</sup> February 2024

Lewis & Scott Retirement Living Ltd  
1 Claydon Business Park  
Great Blackenham  
Ipswich  
Suffolk  
IP6 0NL

Dear Sirs,

It has been noticed that your main site access for the development of your housing project comes off of a private road, which we understand is owned by Maldon District Council.

This private road is used by a number of bodies:

- a) main access by AWA to the Tollesbury sewerage treatment plant
- b) use by the Activity Centre
- c) use by the Parish Council
- d) members of the public

Have you obtained approval to use this road, and are you going to be responsible for making good any damage that has occurred during the construction period?

We note that you are using an access gate onto this private road, but this was for agricultural purposes and not for construction use.

It should also be noted that construction traffic cannot block this road at any time.

Confirmation of any approvals you have obtained and a copy of your construction design management plan/drawings would be appreciated.

Yours faithfully

*M. Curtis*

Michelle Curtis  
Clerk to the Council

**Clerk:** Michelle Curtis  
**Address:** 4 Valkyrie Close, Tollesbury, Essex CM9 8SL  
**Telephone:** 01621 869039. **Email:** tollesburypc@btinternet.com



**TOLLESBURY**  
PARISH  
COUNCIL

Our ref: TPC/802-24/MC  
Date: 21<sup>st</sup> February 2024

Lewis & Scott Retirement Living Ltd  
1 Claydon Business Park  
Great Blackenham  
Ipswich  
Suffolk  
IP6 0NL

Dear Sirs,

It has come the attention of the Parish Council that Core Construction Ltd are parking at least two of their vans and a number of operatives cars in the car park on Woodrolfe Green, which the Parish Council manage and maintain. Given that you have not sought, discussed or obtained our consent to use the car park could you please cease use of this car park immediately and park all your construction traffic on the construction site.

As you have not replied to our emailed letter dated 12<sup>th</sup> February 2024, a copy of this letter is being sent to the planning enforcement officer at Maldon District Council.

Yours faithfully

*M. Curtis*

Michelle Curtis  
Clerk to the Council

cc Planning Enforcement – Maldon District Council

**Clerk:** Michelle Curtis  
**Address:** PO Box 13205, Maldon, Essex CM9 9FU  
**Telephone:** 01621 869039. **Email:** [clerk@tollesburyparishcouncil.gov.uk](mailto:clerk@tollesburyparishcouncil.gov.uk)

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



[hello@lewisandscott.co.uk](mailto:hello@lewisandscott.co.uk)

Michelle Curtis  
Clerk to the Council  
Tollesbury Parish Council  
PO Box 13205  
Maldon  
CM9 9FU

22 February 2024

Dear Michelle,

Further to your letter on 12<sup>th</sup> February 2024, I have attached the construction site plan for the Salt Meadows site, which was approved by Maldon District Council on the 15<sup>th</sup> of November 2023. It shows the phase 1 access to site, which will be temporary before we move to the phase 2 permanent access from the main road, which should be underway shortly.

We acknowledge that the Council-owned road is not in good condition, and is regularly used by heavy vehicles such as Anglian Water's trucks. We have recorded the road's condition prior to using it, and will of course make good on any damage caused by our short-term use.

Also, I received your letter this morning regarding parking. Apologies for the delay in replying, I have been on leave and am catching up today. We will remind all sub-contractors that parking vans is not permitted in the public car park.

As part of our B-Corporation status, it is important for us to remain actively involved in the local community. Given the Parish Council are at the heart of the community, it seems they would be a sensible place for us to start and see if we can support any local causes? I would be more than happy to come and meet with the Parish Council to discuss any elements of this letter further.

Yours sincerely,

A handwritten signature in blue ink that reads 'H. Tidswell'.

Helen Tidswell



SALT MEADOWS CONSTRUCTION SITE PLAN



**KEY**

1: PHASE 1 SITE OFFICE

2: PHASE 1 WELFARE AND DRYING ROOM

3: PHASE 1 LAVATORIES

4: PHASE 1 WASTE AREA

--- PEDESTRIAN ACCESS ROUTE

— VEHICLE ACCESS ROUTE

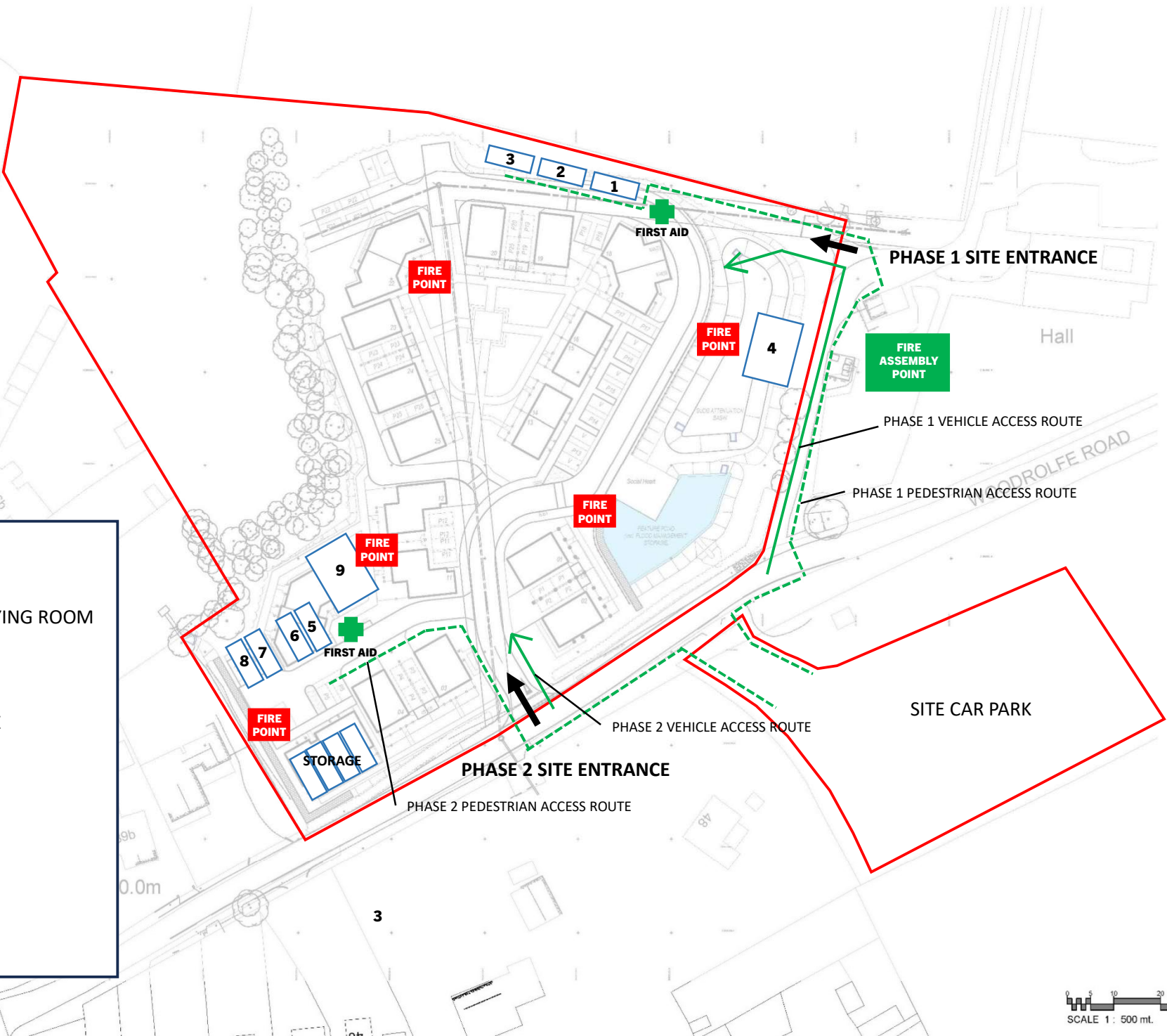
5: PHASE 2 SITE OFFICE

6: PHASE 2 WELFARE

7: PHASE 2 DRYING ROOM

8: PHASE 2 LAVATORIES

9: PHASE 2 WASTE AREA



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

Officer	Date	Parish	Start	Finish	Total	Patrol Area	COMMENTS ON PATROL
LF/SC	09/01/2024	Tollesbury	08:40	09:40	01:00	Playing field, playsite, toilets and Saltpool	Patrolled areas, dog foul patrol on playing field and engaged with dog walkers in the area
BC	19/01/2024	Tollesbury	09:15	10:45	01:30	Village	Patrol of village checking on car parking. Recreation ground patrols observing multiple dog walkers for dog fouling, all picked up.
BC/AR	23/01/2024	Tollesbury	11:50	15:10	00:30	Village	Patrol, check on recreation ground, lots of dog walkers, all ok.
					<b>3:00:00</b>		