Minutes of the Meeting of Tollesbury Parish Council held in The Pavilion on Tuesday, 20th February 2024, commencing at 7.30 pm.

Present: Cllrs Bell, Clare, Gilbert, Page, Rogers

In the Chair: Cllr Plater - Chairman

Clerk: Michelle Curtis

Also present: District Councillor Stephens

3 members of the public

1. Apologies for Absence

There were apologies for absence from Cllrs Ferneyhough, Goldie, Hawes, Inwood and St Joseph.

There were also apologies for absence from District Councillor Thompson.

2. Declarations of Interest

Cllr Clare declared interests as follows:

 Membership of TCP, a TCP Committee/Working Party member, has invested in the Tollesbury School project.

Cllr Gilbert declared interests as follows:

Membership of TCP.

Cllr Bell declared interests as follows:

- Membership of TCP, a TCP Committee/Working Party member, has invested in the Tollesbury School project.

Cllr Rogers declared interests as follows:

Membership of TCP.

The Chairman declared interests as follows:

- Membership of TCP, a TCP Committee/Working Party member, has invested in the Tollesbury School project.
- Personal and prejudicial interest in agenda item 6.1, planning application 24/00060/FUL PP-12751802, as his company, Plater Claiborne, is the agent for the application.

3. Public Forum

A resident raised the following:

At a previous meeting, Cllr Stephens mentioned that some residents may not realise that they live in a conservation area and have trees on their property, which have TPOs. The resident suggested that the Parish Council publish a list of all trees with TPOs in the parish on the Parish Council website. Do the Parish Council have this information?

The Clerk said she does not hold this information; Maldon District Council (MDC) holds this.

The Chairman advised it could be helpful information, but as the Clerk said, she does not have this data, and it would need to be requested from MDC. The

Chairman stated he was unaware of any other parish council publishing such information on their website. If it were to be posted on the website, this could incur additional costs.

Cllr Stephens advised that TPOs are the responsibility of MDC as they are the authority that applies a TPO to a tree, but they could share this information. MDC's data is currently being digitised, and such information may not be easily accessible.

Cllr Stephens advised she had published in the next edition of the parish magazine information about trees and TPOs and had provided a link to the Tollesbury conservation area.

The resident was happy with the response.

 It is noted that the Parish Council will be advertising the new vacancy for an Amenities Officer. The resident suggested that someone may apply for the position who is a friend/family member of Councillors. At that stage, the Parish Council may need to consider the rules governing employment regarding the Code of Conduct.

The Chairman confirmed that the Parish Council fully understands their responsibility and the Code of Conduct. If such a situation occurs, it will be dealt with accordingly.

4. County Councillors and District Councillors

Cllr Stephens reported the following:

- A public meeting has been arranged for Monday, 27th February 2024, at 7pm in The Parish Rooms regarding the proposed closure of St Peter's Hospital.
- At a recent meeting of the Parish Council, it was reported that MDC had not carried out the water testing of Woodup Pool as per the agreed arrangements. Cllr Stephens had met with Hannah Wheatley (Assistant Director, Service Delivery) and Nick Chapman (Head of Environmental Health, Waste & Climate Action), and they have agreed to provide a schedule of water testing for the salt pool so it will be immediately apparent to the Parish Council if a test is overdue.
- Essex County Council (ECC) is launching a scheme to fit rainwater gardens retrospectively (Appendix A). Grass verges on the pavement, as in Thurstable Road (Appendix B), could become rainwater gardens. Cllr Stephens suggested that Thurstable Road and Kents Grass could be suitable for such a scheme as sometimes there can be issues with flooding on these roads. Cllr Stephens has submitted these suggestions to ECC.

Cllr Bell stated that it would help if ECC cleaned the drains as this had not been done for a long time.

Action: Clerk to write to ECC to ask them to provide a programme of works for clearing drains.

The toilets at Woodrolfe Green are regularly opened and closed by a contractor of MDC. The toilets are not open on Christmas Day and bank holidays. Would the Parish Council consider being a keyholder so the toilets could be opened and closed on bank holidays?

Action: To be considered by the Finance and Policy Committee.

Cllr Stephens explained that she is currently exploring possibly organising an activity club/group for young people aged 15+. The Parish Youth Working Group proposed launching The Hangout, but they have decided not to proceed as the demand was no longer there. There is a Youth Club for the earlier teens, but nothing in the village for those aged 15+. Discussions are at an early stage. The Chairman advised that in the past, the Parish Council has been very supportive in developing something for the older teenagers in the village.

Cllr Clare reported that The Hangout had secured funds from Essex Youth Services. The Taillers Charity is currently holding this money. Cllr Clare is in discussion with the Youth Club, and they have some project ideas.

5. Minutes of the Meeting held on the 6th February 2024

Resolved: The Minutes of the Parish Council Meeting held on 6th February 2024 be approved as a true and accurate record of the meeting. Proposed Cllr Clare, seconded Cllr Page. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

6. Planning

6.1 Planning Applications

Application No: 23/01214/HOUSE PP-12663988

Proposal: Erect new detached oak framed car port to front of property

Location: May Cottage Waterworks Road Tollesbury

Resolved: Unanimously agreed to refusal of this application due to the following:

- Overdevelopment of the site
- Bulk, scale and mass not sympathetic to the street scene
- Overshadowing of the existing cottage
- Given the size, scale and positioning of the carport, there is uncertainty that the turning circle would be adequate.

In accordance with the declaration disclosed, the Chairman left the meeting. In the absence of Cllr Hawes, Vice-Chairman, Cllr Bell took the chair.

Application No: 24/00060/FUL PP-12751802

Proposal: Construction of a three-bedroom detached property and a

garage.

Location: 21 Wycke Lane Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

The Chairman returned to the meeting.

6.2 Planning Decisions by Maldon District Council

LDP/MAL/23/01121 - 62 Mell Road - Approved

Planning Decisions by Essex County Council

CC/MAL/71/23 - Tollesbury County Primary School, East Street - Approved

- **6.3** Planning Appeals None received
- **6.4 Planning Appeal Decisions** None received
- **6.5** Tree Preservation Orders for information None received

7. Cemetery

Councillors considered the two quotations (Appendix C) and the verbal quotation.

Resolved: Unanimously agreed to accept the quotation from Barney Reece for £2,295 to top and face the leylandii trees at the Cemetery.

Action: To review the longer-term strategy of the trees, be discussed by the Environment and Amenity Committee.

8. Draft Letter to Dame Priti Patel MP

Resolved: Unanimously agreed to approve the draft letter (Appendix D) to Dame Priti Patel MP regarding various concerns impacting the village, including the closure of St Peter's Hospital, the closure of Thurstable sixth-form, and uncertainties regarding local pharmacies.

9. South Essex Parking Partnership (SEPP)

The email from SEPP advising that it was agreed by the SEPP Joint Committee Member and Lead Officer to proceed with a scheme to replace the existing single yellow lines with double yellow lines adjacent to the tidal barrier to help ensure that it can be closed at all times was received.

SEPP will now outline a cost for the scheme and request funding to proceed with a Traffic Regulation Order (TRO). If funding is approved, they will publish a proposed TRO and carry out a formal consultation for 21 days. During the formal consultation members of the public can voice their support or objection to the proposal. The budget for new schemes has already been allocated for this financial year. Therefore, any new schemes will now be considered for the 2024/25 financial year.

The Clerk advised that she had submitted the application for an assessment of West Street. SEPP has responded (Appendix E) as follows:

"On this occasion the SEPP are unable to fulfil your request to assess the parking on West Street.

As stated in your request, West Street is a B Road, Bus and PR2 Route. Therefore, due to the type of road and safety being the main concern of the Parish, it is felt that a safety assessment should be undertaken by Essex Highways. Therefore, we recommend that this is taken forward via the Maldon LHP.

The only comment SEPP would like to make on this matter is that Rule 243 of the Highway Code states: 'DO NOT stop or park: on a bend.'"

The Clerk advised that she had forwarded a copy of the email from SEPP to Cllr Stephens.

Action: Cllr Stephens to pursue with the MDC LHP once they have relaunched.

10. Part-time Amenities Officer

Resolved: Unanimously agreed to approve the Part-time Amenities Officer job description and associated advert.

Action: Clerk to advertise the position.

11. Administration

Woodup Pool – The Clerk reported the following on behalf of Cllr Hawes:

 When FACT went to refill the pool, it was noticed that the sluice gate had been opened. There are two keyholders, FACT and Gamart Engineering, who have confirmed that they did not open the gate before the fill. When the pool was refilled, the swimmers raised an issue with the water level, which was only slightly below the waterline, so FACT will attempt to top up on the next high tide.

His Majesty the King's Portrait – The Clerk reported that she had circulated a link giving information on His Majesty the King's Portrait, which is being offered to all Parish Councils free of charge.

Action: Clerk to place the order for His Majesty the King's Portrait.

Complaints – The Clerk reported receiving 12 emailed complaints from a resident. The Finance & Policy Committee has sighted these complaints.

Action: The Finance and Policy Committee will respond to the complaints.

Action: Clerk to write to the complainant to acknowledge receipt of the emails and advise the resident that due to the number of issues raised, it will take longer than usual to respond.

12. Community Matters

Cllr Clare reported:

- A resident had asked him when the village sign would be put back up.
- He had received a report regarding a van parked overnight at Woodrolfe Green car park.

Cllr Clare reported that he regularly passed this area in the mornings and had not seen the van.

Action: To be monitored.

The Chairman reported:

 He had noticed Lewis and Scott accessing their site via the road next to the car park. MDC owns this road, which provides access to the sewage treatment plant, users of the Scout Hut, members of the public and the Parish Council.

A letter has been sent to Lewis and Scott asking them to give confirmation of any approvals they have obtained and to provide a copy of their construction design management plan.

To date, there has been no response.

It is also noted that their contractors are using the car park at Woodrolfe Green. This could be an issue when the season starts, and there are more visitors to the village.

Action: Chairman to prepare a letter to Lewis & Scott regarding their contractors using the car park owned by the Parish Council.

Item for next agenda – To agree on the date for the Annual Assembly.

13. Dates of the Next Meetings

Tuesday 5th March 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 12th March 2024 – Finance Committee – 7.30pm – Pavilion

Monday 18th March 2024 – Woodup Pool Committee – 7.00pm – Pavilion

Tuesday 19th March 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 19th March 2024 – Recreation Ground Committee – Rescheduled to 4th March 2024 at 7.00pm

| | Tuesday 2 nd April 2024 - Full Council Meeting – 7.30pm – Pavilion |
|-----|---|
| | Tuesday 9th April 2024 – Woodup Pool Committee – 7.00pm – Pavilion |
| | Tuesday 16th April 2024 - Full Council Meeting – 7.30pm – Pavilion |
| | Tuesday 16 th April 2024 – Environment & Amenity Committee – To be rescheduled |
| | Tuesday – 7 th May 2024 – Annual Statutory Meeting – 7.30pm - Pavilion |
| | The Chairman closed the meeting at 8.46pm. |
| | |
| Sia | ned Date |









12 Siena Mews | Colchester | Essex | CO2 8YB

Enquiries@barneyreecetgm.co.uk www.barneyreecetgm.co.uk 07597 838513

Michelle Curtis 01/02/2024

Tollesbury Parish Council PO Box 13205 Maldon, Essex CM9 9FU

Quotation

| Quantity | Description | Sub-total | Total |
|----------|--|-----------|-------|
| 1 | Trim the front face of 1 x <i>Leylandii</i> hedge back to the most recent previous growth-points. (Cemetery side only) | | |
| 1 | Reduce the entire top of 1 x <i>Leylandii</i> hedge back to the most recent previous growth-points. | | |
| 1 | Process and remove all arisings from site. | | |
| | £2295.00 | | |



All work is completed to BS3998 by fully insured, qualified and experienced professionals.

BONZ CAIREY LTD

28 Church St Tollesbury Essex CM98QJ 07958778275 bonz.garden@outlook.com www.bonzgardenltd.co.uk VAT Registration No.: 409831389 Company Registration No. 13791274



ADDRESS

Tollesbury parish council

Estimate 1230

DATE 02/02/2024

| DATE | | QTY | RATE | AMOUNT |
|------------|--|-----|----------|--------------------|
| 02/02/2024 | Sales Top and Face the cemetery hedge back to last cuts. Dispose of all waste. | 1 | 2,595.00 | 2,595.00 |
| | SUBTOTAL VAT TOTAL | | | 2,595.00 519.00 |
| | TOTAL | | | £3,114.00 |

Accepted By Accepted Date



DRAFT LETTER

Dame Priti Patel MP House of Commons London SW1A 0AA

Dear Dame Priti Patel,

As the Chairman of Tollesbury Parish Council, I am writing to express our concerns and to represent those being voiced by many in the village about the planned closure of St Peter's Hospital, Maldon.

I would also like to take the opportunity to raise with you our community's increasing sense of being left behind in a rural location.

Turning first to St Peter's. If the NHS proposals are taken forward, as an outlying village, residents will no longer be able to access essential services promptly if the services currently provided by St Peter's are moved – as proposed – to Basildon and Braintree.

By spreading the various outpatient services around a wider area it means that residents attending some clinics will require at least two buses (from an already unreliable and overstretched public transport service out of Tollesbury – we have written to you about that previously). Some older residents – and those who do not drive – will face profound and potentially life-risking difficulties accessing vital care.

Some residents have attended a public meeting on this subject, and many have already submitted responses to the consultation. Your colleague John Whittingdale has been proactive. We feel certain that you would wish to add your voice to his.

There is a wider issue, namely the threat to community life in rural villages in our county.

Substantial new housing developments are being proposed (and of course new homes are needed, but in the right places). Communications and other infrastructure need to be upgraded in step. Notwithstanding efforts by Maldon District Council to update their Local Development Plan, at the grass-roots level it is not evident to residents that future investment is being planned and managed strategically at levels above the District.

Our ref: TPC/801-24/MC Date: 20th February 2024



Adding to concerns about NHS provision and bus services, there is a sense that the needs of the village are being overlooked in several ways. For instance, we have just heard with concern that Thurstable will soon close to sixth-form students. No consultation has taken place with the village.

There is also awareness of uncertainties about the sustainability and viability of our local pharmacy; and of course everyone faces the anxiety of increasing and diverse challenges posed by climate change. These influences are magnified the further people live from urban centres.

We believe that our current experience in Tollesbury is a microcosm of the impact of wider policy dissonance, which is resulting in a growing sense of injustice in places like ours.

Tollesbury is a beautiful place to live, but it is also remote and – like many other villages – needs the backing of empathetic, joined-up economic and social policies for rural areas. In that context, we feel that our needs are not being heard and – among other things – we are dismayed that devolution is being paused.

We would be grateful for your engagement in the debate about St Peter's, and for your comments on the impacts and ambitions of your government's rural policymaking.

Yours sincerely

Simon Plater Chairman – Tollesbury Parish Council

Copied:

Sir John Whittingdale MP Kevin Bentley, Leader Essex County Council Cllr Mark Durham ECC Cllr Emma Stephens MDC Cllr Maddie Thompson MDC

Clerk: Michelle Curtis

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

Telephone: 01621 869039. Email: clerk@tollesburyparishcouncil.gov.uk

20/02/2024, 16:41 Email - Michelle Curtis - Outlook Appendix E

RE: Application Form - Request for Parking Restrictions

Traffic Regulations Email < Traffic.regulations@chelmsford.gov.uk >

Tue 20/02/2024 15:40

To:clerk@tollesburyparishcouncil.gov.uk <clerk@tollesburyparishcouncil.gov.uk>

Dear Michelle

Thank you for your email and the application requesting an assessment of West Street, Tollesbury.

On this occasion the SEPP are unable to fulfil your request to assess the parking on West Street.

As stated in your request, West Street is a B Road, Bus and PR2 Route. Therefore, due to the type of road and safety being the main concern of the Parish, it is felt that a safety assessment should be undertaken by Essex Highways. Therefore, we recommend that this is taken forward via the Maldon LHP.

The only comment SEPP would like to make on this matter is that Rule 243 of the Highway Code states: 'DO NOT stop or park: on a bend.'

We apologise that we are unable to assist you further on this occasion.

Kind regards,

TRO Technician

Sustainable Communities

South Essex Parking Partnership

Chelmsford City Council Civic Centre Duke Street Chelmsford Essex, CM1 1JE

T: 01245 606710

E: trafficreg@chelmsford.gov.uk
W: https://www.chelmsford.gov.uk

From: clerk@tollesburyparishcouncil.gov.uk <clerk@tollesburyparishcouncil.gov.uk>

Sent: Friday, February 16, 2024 8:47 AM

To: Traffic Regulations Email <Traffic.regulations@chelmsford.gov.uk>
Subject: Application Form - Request for Parking Restrictions

Good morning,

Please find attached the completed application form for an assessment of West Street. Tollesbury.

Would you kindly confirm receipt of email.

Kind regards

Michelle Curtis Clerk to the Council

Tollesbury Parish Council PO Box 13205 Maldon CM9 9FU

Tel: Office - 01621 869039

Email: clerk@tollesburyparishcouncil.gov.uk



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