



Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday, 15th October 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

9th October 2024

Councillors: S Plater (Chairman), M Bell, R Clare, P Gilbert, L Inwood, L Goldie, S Hawes, C Page, J Rogers, A St Joseph

Recording of Meetings

The meeting will be recorded to assist the Parish Clerk to compile the minutes. The recording will be deleted afterwards.

A G E N D A

1. Apologies for Absence

To receive apologies for absence.

2. Declarations 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

Public participation - Residents wishing to raise a matter in the public forum should inform the Parish Clerk of the topic by noon the previous working day.

4. Tollesbury Climate Partnership (TCP)

To receive an update from TCP on the community orchard

5. Maldon and District Community Voluntary Services (MDCVS)

To receive information from the MDCVS regarding a potential “Family Park” Event for Tollesbury in 2025

6. County Councillor and District Councillors

To receive information from the County Councillor and District Councillors

7. Minutes

To confirm the minutes of the Parish Council Meeting held on 1st October 2024

8. Planning

Planning Applications

To consider planning applications received from Maldon District Council. 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).

8.1 Application No: 24/00775/TCA PP-13446360

Proposal: SB1 - Silver Birch - Reduce by 4m.

Location: Oak House 5 Churchacre Hall Road Tollesbury

8.2 Application No: 24/00783/HOUSE PP-13423119

Proposal: Two storey side extension including dormers to front and rear.

Location: 1 Genesta Close Tollesbury

9. Planning Decisions

TCA/MAL/24/00599 - Shamrock IV 4 Churchacre Hall Road – Approved

10. Tree Preservation Orders for information

Tree Preservation Order No. 20/24 - To the front of 46 East Street

11. Woodup Pool

11.1 To consider the proposal from the Woodup Pool Committee in relation to the toilet exploratory works

11.2 To receive an update from the Chair of the Woodup Pool Committee regarding the end-of-season shutdown

12. Remembrance Day

To receive information on the Remembrance Day Service and Parade (Sunday 10th November 2024), and consider giving a donation for a poppy wreath

13. Parish Magazine

To consider re-advertising the Pavilion in the Parish Magazine

14. Administration

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

15. Community Matters

To receive information only or note future agenda items

16. Dates of the Next Meetings

Full Council Meetings

Tuesday 5th November 2024 - 7.30pm – Pavilion

Tuesday 19th November 2024 – 7.30pm – Pavilion

Committee Meetings

Woodrolfe Hard Committee – 16th October 2024 – 7pm - Pavilion

Recreation Ground Committee – 23rd October 2024 – 7pm - Pavilion

Environment & Amenity Committee – 12th November 2024 – 7pm - Pavilion

Finance & Policy Committee – 4th December 2024 – 7pm - Pavilion

Woodup Pool Committee – 24th February 2025 – 7pm in the Pavilion

If you would like an item on the agenda at any Parish Council or Committee Meeting, please submit your request in writing 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

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 20th September



TCA/MAL/24/00599 Tollesbury East

T1-T2 Beech - Crown reduction by 2m. T3 Beech - Fell. T4 - Beech - Lateral reduction by 1m. T5-T9 Silver Birch - Reduce height by 3m. T2A - White Poplar - In 16 East Street - Lateral reduction by 4m.

Shamrock IV 4 Churchacre Hall Road Tollesbury

(UPRN - 100091258265)

Mr & Mrs Goddard

ALLOWED TO PROCEED

Officer: Juliet Kirkcaldy

Dated : 13/09/2024

Ref: TPO 20/24

8th October 2024



MALDON DISTRICT
COUNCIL

Tollesbury Parish Council
PO Box 13205
Maldon
Essex
CM9 9FU
clerk@tollesburyparishcouncil.gov.uk

Enquiries to Jade Elles
Email: planning@maldon.gov.uk

Dear Sir/Madam,

TOWN AND COUNTRY PLANNING ACT 1990
The Town and Country Planning (Tree Preservation) (England) Regulations 2012
TREE PRESERVATION ORDER NO. 20/24
Title: To the front of 46 East Street, Tollesbury

I enclose herewith, for your information, a copy of the above-mentioned Tree Preservation Order which was made by the Council on 8th October 2024.

The Order became provisionally effective on the date it was made and remains so until confirmed or otherwise within the period of six months from that date.

I shall write again to let you know of the outcome.

Yours faithfully



Jade Elles
Graduate Planner – Service Delivery Directorate
For – Head of Service: Development Management & Building Control

on behalf of Maldon District Council, Council Offices,
Princes Road, Maldon, Essex CM9 5DL.



Town and Country Planning Act 1990
The Maldon District Council Tree Preservation Order 20/24

Title: To the front of 46 East Street, Tollesbury

The Maldon District Council, in exercise of the powers conferred on them by section 198 of the Town and Country Planning Act 1990 make the following Order—

Citation

1. This Order may be cited as the Maldon district Council TPO 20/24.

Interpretation

- 2.— (1) In this Order “the authority” means the Maldon District Council.
- (2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation)(England) Regulations 2012.

Effect

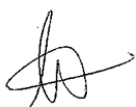
- 3.— (1) Subject to article 4, this Order takes effect provisionally on the date on which it is made.
- (2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to the exceptions in regulation 14, no person shall—
 - (a) cut down, top, lop, uproot, wilfully damage, or wilfully destroy; or
 - (b) cause or permit the cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of,any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

Application to trees to be planted pursuant to a condition

4. In relation to any tree identified in the first column of the Schedule by the letter “C”, being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.

Dated this eighth day of October 2024

Signed on behalf of Maldon District Council:



MATTHEW WINSLOW BSc. (Hons.) MSc. MRTPI
ASSISTANT DIRECTOR: PLANNING AND IMPLEMENTATION – SERVICE DELIVERY
Authorised by the Council to sign in that behalf

[CONFIRMATION OF ORDER

[This Order was confirmed by Maldon District Council without modification on the **** day of ***** 201*

OR

[This Order was confirmed by the Maldon District Council subject to the modifications indicated by *[state how indicated]*, on the **** day of ***** 201*

Signed on behalf of Maldon District Council:

Authorised by the Council to sign in that behalf]

[DECISION NOT TO CONFIRM ORDER

[A decision not to confirm this Order was taken by Maldon District Council on the **** day of ***** 201*

Signed on behalf of Maldon District Council:

Authorised by the Council to sign in that behalf]

[VARIATION OF ORDER

[This Order was varied by the Maldon District Council on the **** day of *****201* by a variation order under reference number *[insert reference number to the variation order]* a copy of which is attached]

Signed on behalf of Maldon District Council:

Authorised by the Council to sign in that behalf]

[REVOCAION OF ORDER

This Order was revoked by the Maldon District Council on the **** of *****201*

[Signed on behalf of Maldon District Council:

.....

Authorised by the Council to sign in that behalf]

SCHEDULE
Specification of trees

Trees specified individually

(encircled in black on the map)

| <i>Reference on map</i> | <i>Description</i> | <i>Situation</i> |
|-------------------------|--------------------|--|
| T1 | Ash | To the front of 46 East Street, Tollesbury |

Trees specified by reference to an area

(within a dotted black line on the map)

| <i>Reference on map</i> | <i>Description</i> | <i>Situation</i> |
|-------------------------|--------------------|------------------|
| | NONE | |

Groups of trees

(within a broken black line on the map)

| <i>Reference on map</i> | <i>Description (including number of trees of each species in the group)</i> | <i>Situation</i> |
|-------------------------|---|------------------|
| | NONE | |

Woodlands

(within a continuous black line on the map)

| <i>Reference on map</i> | <i>Description</i> | <i>Situation</i> |
|-------------------------|--------------------|------------------|
| | NONE | |

Tree Preservation Order

To the front of 46
East Street, Tollesbury

Details

T1 - Ash



Copyright

For reference purposes only.
No further copies may be made.
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright.
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Maldon District Council 100018588 2014

| | |
|---------------|-------------------------|
| Scale: | 1:625 |
| Organisation: | Maldon District Council |
| Department: | Department |
| Comments: | TPO 20/24 |
| Date: | 02/10/2024 |
| MSA Number: | 100018588 |



www.maldon.gov.uk



Woodup Pool – Proposal

Toilet Exploratory Works

At the Woodup Pool Committee meetings held on 2nd October 2024, the Committee discussed exploratory works required for the toilets and also reviewed the quotations.

Initially, it was agreed to apply to the Essex County Council Community Initiatives Funds for half towards the costs of the exploratory works. The Clerk had spoken with the Essex Association of Local Councils about the project, and they had advised that it would be better to apply for the more significant project, supply and connection of toilets, rather than the exploratory works.

The Committee reviewed the quotations:

Drain Survey

Roes Environmental – verbal quotation - £250 + VAT for the first hour and then £150 + VAT per hour

Ashwaste - £399 + VAT

Ocker Engineering Ltd - £743.85 + VAT

Access to the drains

Gamart Engineering has been sent a specification and will shortly be sending a quotation.

Councillors felt that although Roes Environmental and Ashwaste were cheaper, Ocker Engineering Ltd was the preferred supplier as they were familiar with the area, understood the requirements of the Environment Agency and had previously worked with Gamart Engineering on the installation of the sluice gate at Woodup Pool in 2021.

The Woodup Pool Committee proposed that the Full Council accepts the quotation from Ocker Engineering Ltd for the drain survey. This work could be paid for with the funds from the Woodup Pool Event (current balance £758) held in the Woodup Pool Earmarked Reserves.

Some funds are available in the 2024/25 Woodup Pool maintenance budget that could be used for the drain access works.

Clerk: Michelle Curtis

Address: Tollesbury PC, PO Box 13205, Maldon CM9 9FU

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

RE: Drain Survey

From: Info <info@ashwaste.com>
Date: Wed 2024-09-04 2:40 PM
To: clerk@tollesburyparishcouncil.gov.uk <clerk@tollesburyparishcouncil.gov.uk>

Hi sorry I missed your call yesterday find as follows the cost to survey the drain runs
For this project £399.00 +vat
This will be with a camera to inspect the drainage for the connection

If we can be of any further help or you need any clarification please do not hesitate to contact us.
Best regards

Andrew Ashworth Director

Ashwaste Environmental Ltd
01621 744438
07860 767913

From: clerk@tollesburyparishcouncil.gov.uk <clerk@tollesburyparishcouncil.gov.uk>
Sent: 23 August 2024 18:19
To: Info <info@ashwaste.com>
Subject: Drain Survey

Good afternoon,

Further to my telephone call earlier today, here is information on the survey works we would like a quotation for.

Location: Woodup Pool, Woodrolfe Road, Tollesbury, Essex CM9 8SE

We are exploring the possibility of connecting a toilet to the main system. Many years ago, we had a toilet, but it was disconnected. We want a survey carried out to see whether we can reconnect to the system. I have attached a copy of the map to show the location and where we think the drain runs.

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

I have sent this email at a time that is convenient for me. I do not expect you to respond outside of your usual working hours.

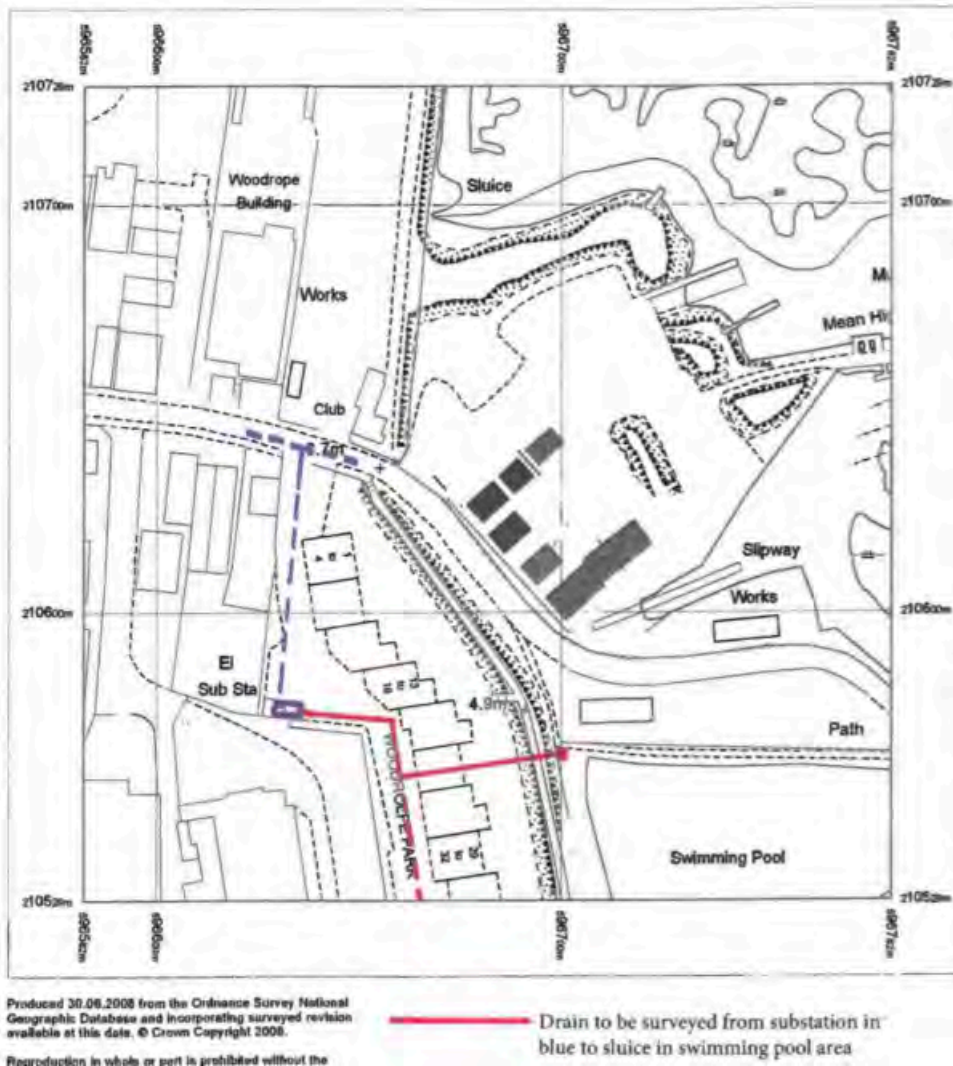


TOLLESBURY
PARISH
COUNCIL

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From: Ben Parmenter <ben@ockerengineering.co.uk>
To: Tollesbury Parish Council <tollesburypc@btinternet.com>
Date: Sep 3, 2024 9:09:06 PM
Subject: Woodroffe Park - Drain Survey Quotation

Evening Michelle,



To carry out drain survey above.

£743.85 + VAT

Assumptions,

- Drain is free running and does not have physical blockages requiring rodding or jetting.
- Access is unrestricted and not obscured to access chambers less than 50m apart.
- Report to be produced within 3 weeks of survey being carried out in the form of a tabulated chainage related survey with photographs in pdf format.

All works fully insured.

Kind regards

Ben

B Parmenter BSc IEng MICE

Director

ben@ockerengineering.co.uk

07944 682710

Ocker Engineering Ltd

61 West Street

Tollesbury

Maldon

Essex, CM9 8RJ

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Registered in England and Wales, Company Registration Number: 11731001

VAT Registration Number: 347 1490 94



Michelle Curtis
Parish Clerk
Tollesbury Parish Council

Dear Michelle,

Tollesbury Royal British Legion Branch with the Parish Councils approval is in the process of making the arrangements for the Remembrance Day Service and Parade, which this year will be held on Sunday 10th November, and we would like to invite you to join us. The parade led by the 'Colchester Pipes & Drums Band' will leave the clubhouse at approximately 10.10am and march to St Marys Church for the remembrance service. On completion of the service and wreath laying ceremonies at St Mary's and the recreational ground the parade will march back to the clubhouse.

Rehearsals will be held, starting at 0930 on Saturday 9th November at the War Memorial St Marys Church where the Standard Bearers, colour parties and poppy spray layers should attend.

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

A Poppy Wreath with a blank centre is available for Sunday 10th or I can drop it down to you in advance.

The cost of the wreath is £18 and if you would like a wreath, I would appreciate it if payment were passed to me no later than the 18th November.

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

I enclose copies of the risk assessments for the parade which will be carried out using the letter of understanding between the Parish Council and Tollesbury Royal British Legion.

I look forward to hearing from you soon.

Yours sincerely,



Malcolm Cousens
Branch Chairman & Poppy Appeal Organiser

Organisation: Tollesbury Royal British Legion Assessment carried out by: Malcolm Cousens

Date of next review: September 2025 Date assessment was carried out: September 2024

Remembrance Day Parade Sunday 10th November 2024

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Risk calculation (severity x likelihood) |
|--|---|--|--|------------------------------------|-------------------------------|--|
| Vehicle movements New Road, Hasler Road | Members of the marching parade from The Chase into New Road | Providing road marshals at the top of Hasler Road and junction of New Road & The Chase | Marshals to prevent vehicles entering New Road and The Chase whilst parade leaves The Chase and turns right into New Road Marshals to wear high visibility clothing and to have two-way communication | Marshals x 2 | From approximately 0930 | 2 |
| Vehicle movements East Street | Members of the marching parade in New Road | Providing road marshals at the junction of New Road & East Street | Marshals to prevent vehicles entering New Road & East Street Marshals to wear high visibility clothing and to have two-way communication | Marshals x 2 | From approximately 0935 | 2 |
| Vehicle movements East Street, High Street Station Road & church entrance | Members of the marching parade from East Street to Tollesbury Congregational Church | Providing road marshals at the junction of East Street and the High Street | Marshals to prevent vehicles entering East Street from the High Street & Station Road. The parade will halt at the parking bay at the Congregational Church and as directed by the Parade Marshal enter the church. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 2 | From approximately 0945 | 2 |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Risk calculation (severity x likelihood) |
|---|--|---|--|------------------------------------|-------------------------------|--|
| Vehicle movements Station Road, East Street, High Street & Church Street | Members of the marching parade marching from Station Road to the entrance of St Mary's Church | Providing road marshals at the junction of East Street & High Street, junction of Church Street & Elysian Gardens. Junction of Station Road & Huntsfarm Close | Marshals to prevent vehicles entering Station Road, East Street & Church Street. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 3 | From approximately 1045 | 2 |
| Vehicle movements Church Street | Members of the public watching service adjacent to church gates in Church Street | Providing road marshals at the junction of Church Street & Elysian Gardens. Junction & north end of Church Street | Marshals to prevent vehicles entering Church Street. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 2 | From approximately 1050 | 2 |
| Vehicle movements Church Street & Elysian Gardens | Members of the marching parade marching from the entrance of St Mary's Church to the recreational ground | Providing road marshals at the junction of Church Street & Elysian Gardens, north end of Church Street & junction of St Johns Court & Elysian Gardens | Marshals to prevent vehicles entering Church Street & Elysian Gardens. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 3 | From approximately 1110 | 2 |
| Vehicle movements Elysian Gardens | Members of the marching parade marching from the entrance the recreational ground to the High Street | Providing road marshals at the junction of Church Street & Elysian Gardens, junction of St Johns Court & Elysian Gardens, junction of Elysian Gardens & High Street | Marshals to prevent vehicles entering Elysian Gardens. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 3 | From approximately 1115 | 2 |
| Vehicle movements High Street - West | Members of the parade marching in the High Street | Providing road marshals at the junction of Elysian Gardens & High Street, junction of High Street & North Road, junction of High Street & West Street | Marshals to prevent vehicles entering Elysian Gardens. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 3 | From approximately 1120 | 2 |
| Vehicle movements Station Road | Members of the parade marching in Station Road to New Road | Providing road marshals at the junction of Station Road & High Street, Station Road & HuntsFarm Close, Station Road & New Road | Marshals to prevent vehicles entering Station Road. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 3 | From approximately 1125 | 2 |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Risk calculation (severity x likelihood) |
|--|---|--|---|------------------------------------|-------------------------------|--|
| Vehicle movements Station Road & New Road | Members of the parade marching in New Road to The Chase | Providing road marshals at the junction of Station Road & New Road, junction of Hasler Road & New Road, Junction of New Road the Chase | Marshals to prevent vehicles entering New Road & The Chase Marshals to wear high visibility clothing and to have two-way communication | Marshals x 3 | From approximately 1125 | 2 |

A risk assessment has been carried out by Malcolm Cousens for Tollesbury Parish Council and the risk is deemed to be low.

Risk assessment is low ie Risk score of 1 – 6 are deemed acceptable Risk score of 7 –12 are deemed tolerable Risk score of 15+ are deemed unacceptable

For vehicles not prepared to wait for the parade to pass there will be an alternative route available in and out of the village

Tollesbury & Salcott Parish Magazine Advertising

PM Parish mag adverts <parishmagadvert44@gmail.com>
 To: tollesburypc@btinternet.com;
 07/10/2024 11:00
 1



Dear Michelle

Thank you so much for supporting the Parish Magazine by advertising with us this year: it's really appreciated, and I hope it has been beneficial to you as well.

We're now allocating space for 2025, and I'm very pleased to say that we've managed to keep prices the same, and to improve the ordering process. If you'd just like "the same again", then it's just three easy steps as below. Of course, if you'd like to upgrade to [colour or change the size, or anything else, please just let me know](#).

The **deadline is at noon on Monday 18th November 2024**, and we go to press shortly after that. We look forward to supporting your business again in 2025.

With warmest wishes, *Emma Stephens*

on behalf of Tollesbury & Salcott Parish Magazine | parishmagadvert44@gmail.com | 01621 869415

To apply...

...is now much easier! Just three steps: **1. Check Your Details, the Conditions, and Your Artwork below**

2. If you agree with these, then make your payment, which is £85

By BACS to "Tollesbury St Mary's PCC",
 Barclays business account 90187917, sort code 20 97 40,
 with the reference "MagAd" + your business name

Or cheque to "Tollesbury St Mary's PCC", at The Stables, East Street, Tollesbury, CM9 8QD

3. Reply to this email to confirm you've paid

Your Details

Name to be printed in our Directory of Advertisers: **Pavilion**.

Your business name: **Tollesbury Parish Council**.

Address: [REDACTED]. Tel: **01621 869039**.

Artwork in **A6 size on a standard greyscale page**, as shown below (or attached if you are viewing this in plain text).

Conditions

Your payment confirms your agreement to the 2025 conditions, which are at <https://tinyurl.com/3crdym66>

Pavilion.

A6 on a standard greyscale page

Price for 12 issues: £85