

Those present:

Cllr Rogers (Chair)
Cllr Bell
Cllr Page
Michelle Curtis (Parish Clerk/RFO)
1 member of the public

1. Chair

Cllr Bell nominated Cllr Rogers to be Chair of the Environment and Amenity Committee. The nomination was unanimously agreed. Cllr Rogers was declared Chair of the Environment and Amenity Committee for the ensuing municipal year.

2. Vice-Chair

Cllr Bell nominated Cllr Page to be Vice-Chair of the Environment and Amenity Committee. The nomination was unanimously agreed. Cllr Page was declared Vice-Chair of the Environment and Amenity Committee for the ensuing municipal year.

3. Apologies for Absence

Apologies were received and accepted from Cllr Marling and Elaine Bamford.

4. Declarations of Interest

There were no declarations of interest disclosed.

5. Public Forum

The Clerk advised that there were no requests from residents to address the Parish Council.

6. Minutes

Resolved: The minutes of the Environment and Amenity Committee Meeting held on 23rd April 2025 be approved as a true and accurate record of the meeting. Proposed Cllr Page, seconded Cllr Rogers. Unanimously agreed by those who attended.

The Chair signed the Minutes.

7. Quarterly Inspections

The Quarterly Inspection Reports (amenity areas, dog/litter bin, and locks) dated July 2025 were received and noted.

Dog and Litter Bins and Locks Report

At the previous meeting, it was reported that the doors on the notice board at the Pavilion were damaged. The Clerk had obtained quotations as follows from Greenbarnes:

- 1) Replacement doors - £517.29 + VAT
- 2) Replacement noticeboard - £1,349.80 + VAT

The Committee discussed whether the noticeboard was being used and if it was a good use of public funds to repair or replace it. The Committee concluded that the

noticeboard was rarely used and would propose to the Full Council that it be removed.

The litter bin in the play area had been replaced.

The litter bin at the entrance to the Recreation Ground is in very poor condition.

Action: Clerk to obtain a quotation for a replacement bin.

The Clerk reported that since the inspection was carried out, the dog bin near the Elysian Gardens/St John's entrance had been replaced.

The Amenities Officer has taken down the COVID signage in the Cemetery.

Amenity Area Reports

Allotments

- A metal box of brushes was left near the gate.
Action: Clerk to arrange for the box to be removed.
- Equipment left in the boundary
The Clerk reported that since the report was submitted, the equipment had been removed.
- Some plots appeared to be unworked
Action: To be reviewed at the next Allotment site meeting.
- Overgrown vegetation by the gate.
Action: Clerk to ask Bonz to cut back when they complete the hedge/tree work on the bottom plot.

Hasler Green

- Litter Bin – The bin has been scratched

Woodrolfe Green

- No issues

It was noted that, although the Lock-Up is inspected quarterly, there is no inspection form to record when the inspection has been carried out. The Clerk advised that the inspection is carried out when the locks are oiled.

Action: Clerk to arrange for the Amenities Officer to complete an inspection form for the Lock-up.

8. Environment & Amenities

8.1 Allotments

The renewals are due to be sent out at the end of September 2025.

A site meeting has been scheduled for Thursday, 25th September 2025, at 5:00pm.

The asbestos shed located on the bottom plot had been removed, with the remaining works to be carried out in September/October after the nesting season.

Elaine Bamford was not present at the meeting but had advised that there were no issues to report and stated that the tenants appreciated what the Parish Council was doing at the Allotments.

8.2 Hasler Green

The Clerk reported that the ash tree had regrown and was blocking the streetlight, making the area very dark. The tree was pruned in October 2024. The roots of the tree are also causing the footpath through Hasler Green to lift.

Due to the maintenance required on the tree and safety concerns (such as blocking light and an uneven footpath), the Committee will propose to the Full Council that the tree be felled. The Committee would also consider additional planting in that area in the future.

Action: Clerk to obtain quotations to fell the tree.

8.3 Woodrolfe Green
No new issues to report.

8.4 Cemetery
The Clerk reported that it is believed the green wheelie bin is being used for non-Cemetery domestic waste. The Contractor empties the bin, but the amount of waste now proves to be an issue for them.
Action: Clerk to consider alternatives: 1) Cost of a smaller bin, 2) Discuss composting with TCP, 3) Contact Maldon District Council to see if they could provide a green waste collection service at the Cemetery.

The Clerk reported that there is a pothole on the roadway in the Cemetery.
Action: Clerk to obtain a quotation to have the pothole repaired.

8.5 Highways/Footpaths
The Clerk advised that she had received several reports from residents regarding vehicles parked on the highway with no tax or MOT.
Action: Clerk to post a notice on the Parish Council's social media advising residents to report any vehicles without tax or MOT to the DVLA and Essex Police.

Cllr Page advised that a resident had asked whether they could send photographs of vehicles parked on double yellow lines to the police.
Action: Cllr Page to advise the resident to send photographs to Essex Police.

8.6 Street Lighting
There were no new issues to report.

8.7 Dogs/Litter Bins
There were no new issues to report.

8.8 Defibrillators
The Amenities Officer has been carrying out the monthly checks on the Parish Council-owned defibrillators (Sailing Club and Fire Station). There are no issues to report.

8.9 War Memorials
There were no new issues to report.

8.10 Bus Shelter
The Clerk reported that Essex County Council is now requiring a permit for any bus stops on their land. The Clerk is currently gathering the necessary information for the application form.

It was reported that the light at the bus shelter was not working.

Action: Clerk to raise with Hytec, who recently installed the new lighting.

9. Allotment Rules and Regulations

The Committee reviewed the Allotment Rules & Regulations and made some minor amendments. The proposed amendments to the Allotment Rules & Regulations will be presented to the Full Council for approval.

10. Grounds Maintenance – Cemetery

The Committee reviewed the work specification for cemetery grounds maintenance and made some minor amendments. The proposed amendments to the work specification will be submitted to the Full Council for approval.

11. Fly-Tipping

Fly-tipping continues to be an issue at Woodrolfe Green.

The Clerk reported that she had spoken to the Appleton Contractor, who advised her that they believed some of the waste left by the litter bin at Woodrolfe Green came from users of the Activity Centre.

Action: Clerk to raise with the Tollesbury Activity Centre Committee.

Fly-tipping at Woodrolfe Green will be monitored, and if the situation does not improve, the Committee will explore the installation of CCTV.

12. Public Space Protection Order

The Clerk reported that the updated Maldon District Council Public Space Protection Order does not affect the existing order for Tollesbury. No dogs are permitted on the playing fields, play areas, and cemeteries located in Maldon, Burham, and Heybridge.

The Clerk advised that she has spoken to Adrian Rayner from the MDC Community Engagement Team, and he stated that the dog fouling issue is not a problem on the Recreation Ground in Tollesbury. Currently, the problem is on Station Road (track towards the seawall).

Action: Clerk to arrange a meeting with Adrian Rayner.

13. Other Matters

There were no other matters raised.

14. Date of the Next Meeting

The next meeting will be held on Monday, 3rd November 2025, in the Pavilion at 7pm.

The Chair closed the meeting at 8.32pm.

Signed:..... Date:.....