

Those present:

Cllr Hawes (Chair)
Cllr Page
Cllr Bell
Cllr Chambers
Cllr Clare
Cllr Gilbert
Cllr Vigar
Michelle Curtis (Parish Clerk/Proper Officer/RFO)
4 members of the public

The Chair stated that members of the public are welcome to this meeting, but must remain silent throughout, unless they have given the Clerk prior notice of a public forum item. This is to avoid distracting councillors from the important business being conducted in the meeting.

1. Apologies for Absence

Apologies were received and accepted from Cllr Bartlett, Goldie and Rogers.

There were no apologies received from Cllr Marling.

There were also apologies for absence from District Councillors Stephens and Thompson.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. County Councillor and District Councillors

There were no County or District Councillors present.

4. Minutes

Resolved: The minutes of the Parish Council Meeting held on 2nd December 2025 be approved as a true and accurate record of the meeting. Proposed by Cllr Clare, seconded by Cllr Page. Unanimously agreed by those who attended.

The Chair signed the Minutes.

5. Planning Applications

5.1 Representations from agents, applicants, and residents

There were no agents, applicants or residents present at the meeting regarding the planning.

5.2 Planning applications from Maldon District Council received after publication of the agenda – None received

6. Finance and Policy

6.1 Draft Minutes

The draft minutes of the Finance & Policy Committee Meeting held on 3rd December 2025 were received and noted.

6.2 Proposals from the Finance & Policy Committee:

6.2.1 Movement of Earmarked Reserves

Resolved: Unanimously agreed to the proposal from the Finance & Policy Committee to move Earmarked Reserves as follows:

Woodrolfe Hard – The Woodrolfe Hard Committee had reviewed the EMR and agreed that £1,000 was no longer needed. It is proposed to transfer the £1,000 towards the Woodup Pool land registry.

Amenities - £1,000 is shown in the Amenities EMR for Woodup Pool Land Registry. To be transferred to the Woodup Pool EMR.

6.2.2 Allocation of Unspent Funds

The Finance & Policy Committee proposes that the following work/service be carried out from the available funds, and provided nothing of a higher priority presents itself in the meantime:

Acceptance of the quotation from Daymans Tollesbury for £541.49 to carry out maintenance from the noticeboard at the bus shelter.

Acceptance of the quotation from Brights & Son for the Land Registry regarding the following areas:

- Station Road Allotments
- Original Cemetery
- Area by the bench on the corner of Elysian Gardens
- Recreation Ground

The most recent quotation from Brights & Son was received in April 2025 for £1,200 + VAT. Councillors agreed to permit a 10% increase on the April quotation, raising it to a maximum of £1,320. If the quotation exceeds £1,320, it will require further approval by the Council.

Resolved: Unanimously agreed to the proposal from the Finance & Policy Committee and accepted the quotations to proceed with the work/services as stated above from the unspent funds.

7. Budget/Precept 2026/27

7.1 Proposed Fees 2026/27

Resolved: to approve the Fees for 2026/27 as proposed by the Finance & Policy Committee (Appendix A). Proposed Cllr Page seconded Cllr Gilbert and unanimously agreed.

7.2 Proposed budget and precept for 2026/27

The Full Council approved the proposed Precept of £132,665.80 for 2026/27 (Appendix B), representing an increase of £8,720, or 7.04% compared to 2025/26. Based on a Band D property, the cost per household is £126.44, an increase of £6.32, or 4.39% compared to 2025/26.

Resolved: Unanimously agreed to approve the Budget/Precept for 2026/27 as proposed by the Finance & Policy Committee. Proposed Cllr Clare, seconded Cllr Bell.

8. Policies and Procedures

8.1 Co-option Policy

Resolved: Unanimously agreed to accept the proposed changes made by the Finance & Policy Committee and adopt the Co-option Policy V4.0.

8.2 Equality and Diversity Policy

Resolved: Unanimously agreed to accept the proposed changes made by the Finance & Policy Committee and adopt the Equality and Diversity Policy V4.0.

8.3 Freedom of Information Policy

Resolved: Unanimously agreed to accept the proposed changes made by the Finance & Policy Committee and adopt the Freedom of Information Policy V4.0.

8.4 Memorial Bench Policy

Resolved: Unanimously agreed to accept the proposed changes made by the Finance & Policy Committee and adopt the Memorial Bench Policy V2.0.

8.5 Publication Policy

Resolved: Unanimously agreed to the proposed amendments made by the Finance & Policy Committee to the Publication Policy. The policy would be renamed Photography and Publication Policy V4.0.

8.6 Records Retention Policy

The Chair advised that the Finance and Policy Committee has reviewed the Records Retention Policy, and there were no amendments.

8.7 Public Spaces Usage Policy

Resolved: Unanimously agreed to adopt the Public Spaces Usage Policy V1.0.

9. Fellowship Afloat Charitable Trust – Tolfish Hump

Resolved: Unanimously agreed to renew the Licence Agreement for Tolfish Hump for 2026. The cost of the annual license is £15.

The Chair signed the Licence Agreement on behalf of the Parish Council.

10. Woodrolfe Hard

Resolved: Unanimously agreed to purchase a safety sign (swimming in the creek) from The Sign Shed, costing £149 + VAT plus £19.95 delivery.

11. Woodup Pool

11.1 Maintenance Works

The Clerk reported that, because the works needed to be done during the pool's closed period, it had been difficult to find contractors available to carry out the work.

Resolved: Unanimously agreed to accept the quotation from Gamart Engineering for £1,400 + VAT to repair a set of railings, replace the sluice grill (galvanised steel), and install a replacement spigot for the sluice gate.

11.2 Update on the ownership of Woodup Pool

The Chair reported that the Crown Estate has agreed to sell Woodup Pool to the Parish Council for £1.

- 11.3** Transfer of Woodup Pool to the Parish Council and the Land Registry
To be deferred as quotations from Solicitors to deal with the transfer of Woodup Pool were not received in time for the meeting.

12. Neighbourhood Plan

Cllr Clare reported:

- Letters have been sent to approximately 50 residents who might be able to help in establishing a Community Land Trust (CLT). So far, 15 residents have responded, indicating their willingness to engage in initial discussions about the CLT. A meeting with these residents is scheduled for January 2026. Cllr Clare invited Parish Councillors also to join the meeting.
- The draft Neighbourhood Plan had been received from the planning consultant, Planning Direct. The plan is currently being reviewed by the Neighbourhood Plan Working Group (NPWG).
- Cllr Clare acknowledged the work of the RCCE in supporting the NPWG's progress with the Neighbourhood Plan and the CLT.

13. Obsidian

The Chair reported:

- On 15th December, the Chair, Cllrs Bell, Clare, Gilbert, Goldie, Page and Vigar, along with the Parish Clerk, attended an informal online meeting with Obsidian. The purpose of the meeting was to receive further information regarding the new outline application for up to 200 homes on the site opposite Prentice Hall Farm, Prentice Hall Lane.
- At the meeting, the Chair informed Obsidian that the meeting was being held without prejudice to receive further information regarding the application for the site opposite Prentice Hall Farm, Prentice Hall Lane. The information will assist the Parish Councillors in considering and discussing the application. Participation in this meeting does not imply any predetermined position by the Parish Council on the application.
- The Chair gave an overview of the meeting.
- A copy of the notes from the meeting had been distributed to Councillors (Appendix C). The notes will also be uploaded to the Parish Council website.

It was noted during discussions with Obsidian and other developers that Tollesbury is consistently recognised as a sustainable village for growth. What is MDC's definition of sustainability, and how is it measured?

Councillors recognised that the village did have amenities, such as a few shops, a doctors surgery, a primary school, and a bus service, but the narrow footpaths, the road network, the limited bus services, and the distance to train stations suggest that the village is not sustainable.

Action: Clerk to arrange a meeting with Anne from MDC. Members of the NPWG would also be invited to attend the meeting.

The Chair advised that during meetings with developers, S.106 monies have been discussed, and it was important that the parish benefited from those funds. It was suggested that a list be compiled with items that the Parish would like should S106 monies become available from any developer.

Action: To be addressed as part of the Neighbourhood Plan.

Obsidian also stated that they had met with MDC on several occasions, and that a presentation was given to Councillors in September. The Parish Council was unaware of the meeting and believed that Parish Councillors should have been invited.

Action: Clerk to write to the Head of Planning at MDC, to ask why the Parish Council was not aware of the presentation and why the Parish Council was not invited.

Councillors agreed to organise a public meeting for residents to share their views on the application. Representatives from Obsidian will also be invited to attend the meeting.

Action: Clerk to arrange the public meeting.

14. Local Government Reorganisation (LGR)

It was agreed to hold an extraordinary meeting on Friday, 9th January 2026, at 6pm, to respond to the LGR consultation.

15. Committees

Resolved: Unanimously agreed to appoint Cllr Vigar to the Recreation Ground Committee.

The Chair advised that they would like to stand down from the Recreation Ground Committee.

16. Annual Assembly 2026

It was agreed to hold the Annual Assembly for 2026 on Tuesday, 21st April 2026, in The Centre commencing at 7pm.

17. Administration

Saturday morning skip – The Clerk reported that a resident had brought to her attention the belief that the skip was also being used for trade waste. The Clerk had posted a notice on social media reminding residents that the skip is for domestic waste only.

Lewis & Scott – The Clerk reported that a company working for Lewis & Scott on the site in Woodrolfe Road had left their plant machinery in the car park at Woodrolfe Road. The Clerk contacted Lewis & Scott, who arranged for the equipment to be removed.

Register of Interest (ROI) – The Clerk reminded Councillors to check their ROI, available to view on the MDC website, and ensure that the information was correct. Councillors were reminded to include any association or memberships with Tollesbury Climate Partnership and HART.

Action: Clerk to circulate the link to Councillors so they can amend the ROI as required.

18. Public Forum

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

19. Community Matters

Cllr Clare reported:

- The roof repairs on the property on the corner of East Street and New Road had been completed.
Thanks were expressed to Cllr Stephens for progressing the issue with MDC Officers on behalf of the village.

The Chair reported that they and the Clerk attended the recent Tollesbury Climate Partnership meeting. The following was raised:

- TCP has submitted an application for more trees. TCP wishes to plant additional trees in the Recreation Ground and the Cemetery.
At the Recreation Ground, they wish to plant larger trees to replace the poplar trees, which are gradually dying, and also plant some trees outside the fencing on the play area to provide more shade. They also want to add some new benches.
TCP were advised to submit a proposal to the Parish Council for consideration.
The Clerk informed TCP that a suitable tree was needed at Hasler Green to replace the one scheduled for felling.
- Alexanders continue to be an issue, especially on the grass verges. TCP were advised to raise this with Cllr Durham, as this was on highway land.
- Marine – An update was given on the activities of the Marine Group. Water testing is now conducted every three months, in collaboration with the University of Essex. Earlier in the year, the water testing, including that of Woodup Pool, was satisfactory. The area of concern is near the sewage outlet. More testing will be undertaken, including measurements of nitrates and phosphates.
Essex Wildlife Trust is holding an information meeting about a major recharging project planned for Tollesbury Wick. The meeting is being held on Wednesday, 14th January 2026, at the Parish Rooms commencing at 7pm. Councillors are welcome to attend.
- TCP inquired about green energy and whether the Parish Council has considered installing solar panels on the Pavilion.
- Would the Parish Council consider granting permission for the installation of bike racks at the Pavilion and Cemetery?
The Chair advised that the Parish Council had already granted permission for a bike rack at the Cemetery and would be happy to consider a proposal for one at the Pavilion.
- Would the Parish Council permit the use of the Community Orchard for other events, such as Apple Day and the Arts Trail?
The Chair stated that the Parish Council would be happy to consider any proposals for the use of the Community Orchard.
- The Chair advised TCP that the Parish Council is very supportive of their work and had recently agreed to sponsor a blister recycling box.

20. Dates of the Next Meetings

Full Council Meeting

Tuesday 13th January 2026 – 7.30pm – Pavilion

Committee Meetings

Personnel Committee – 20th January 2026 – 7pm – Pavilion

Finance & Policy Committee – 26th January 2026 – 7pm – Pavilion

Recreation Ground Committee – 28th January 2026 – 7.30pm – Pavilion

Woodrolfe Hard Committee – 2nd March 2026 - 7pm – Pavilion

Woodup Pool Committee – 9th March 2026 – 7.30pm – Pavilion

Environment & Amenity Committee – 16th March 2025 - 7pm – Pavilion

The Chair closed the meeting at 9.10pm.

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

Review of Fees and Charges for 2026/2027

Appendix A

	Actual 2024/25	Actual 2025/26	2026/27
RECREATION GROUND			
<i>(to take effect from start of 2026/27 season)</i>			
Senior Football Clubs – per match	51.00	52.50	52.50
Junior Football Club – per match (full pitch)	28.00	29.00	29.00
(9-a-side pitch)	25.00	26.00	26.00
(mini-soccer pitch)	20.00	21.00	21.00
Football Training (Evenings – use of lights)	P.O.A	P.O.A	P.O.A
WOODROLFE HARD			
<i>(increases to take effect from 1st April 2026)</i>			
	<i>(all fees inclusive of VAT)</i>		
Annual Dinghy Mooring Fee	75.00	77.50	80.00
ALLOTMENTS			
<i>(increase to take effect from 1st October 2026)</i>			
Rent per year – Full Plot	46.50	52.50	55.00
Rent per year – Half Plot	34.00	37.50	40.00
PAVILION			
<i>(increases to take effect from 1st April 2026)</i>			
Per Session (morning, afternoon, evening)	35.00	36.00	37.00
Per Hour	13.00	13.50	14.00
Deposit (at Clerk’s discretion)	50.00	50.00	50.00
Special Group Charge (on application)	P.O.A	P.O.A	P.O.A
WOODROLFE GREEN			
Annual Rent (Baden-Powell Headquarters)	3.00	3.00	3.00

	Actual	Actual	
	2024/25	2025/26	2026/27
BURIAL GROUND (Increases to take effect 1 st April 2026)			
PART 1 – INTERMENTS			
For any interment in a grave	660.00	726.00	799.00
For the interment of cremated remains in a grave	209.00	230.00	253.00
PART 2 - EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES			
Exclusive Right of Burial for 100 years in an earthen grave	990.00	1,089.00	1,198.00
Transfer of exclusive rights of burial	61.60	68.00	75.00
PART 3 - WALLED GRAVES AND VAULTS			
These are no longer allowed			
PART 4 - MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS			
To erect or place on grave in respect of which the exclusive right of burial has been granted			
A flat stone not exceeding 7 feet by 3 feet laid flush with the ground.	335.50	369.00	406.00
A headstone or a headstone and footstone not exceeding 4 feet in height maximum	363.00	399.00	439.00
A vase not exceeding 24 inches in height	121.00	133.00	146.00
A tablet on any grave	121.00	133.00	146.00
The fees indicated for the various heads of this Part include the first inscription			
For each inscription after the first	99.00	109.00	120.00
Kerb stones or border stones are not allowed			
PART 5 - GARDEN OF REMEMBRANCE			
For the interment of ashes in a plot 3 feet by 3 feet	346.50	381.00	419.00
For the purchase of a rose tree (with maintenance for 5 years)	250.80 plus VAT	276.00 plus VAT	304.00 plus VAT
For a plaque with an inscription	P.O.A	P.O.A	P.O.A

BURIAL FEES FOR NON-RESIDENTS ARE DOUBLED
NO CHARGE FOR UNDER 18's

TOLLESBURY PARISH COUNCIL ACCOUNTS ANALYSIS BUDGETS 2026/27
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	2025/2026 Budget	2026/2027 Budget
Recurring Expenditure		
Admin	13100.00	14650.00
Amenities	6270.00	6780.00
Cemetery	8010.00	8705.00
Pavilion	2325.00	2475.00
Rec Ground	13610.00	14000.00
Street Clean	500.00	500.00
Street Light	5000.00	4000.00
Wages	69221.06	73261.80
Woodrolfe Hard	935.00	1029.00
Woodup Pool	4950.00	4950.00
S137 Expenditure	1000.00	500.00
Other - Agency - Advertising	4120.00	4120.00
Total of Estimated Recurring Expenditure	129041.06	134970.80
Income		
Amenities - Allotments	1553.00	1775.00
Cemetery - Fees	8250.00	10000.00
Pavilion - Hire Charge	75.00	100.00
Rec Ground - Pitch Fees	2500.00	2500.00
Woodrolfe Hard - Fees	2067.00	1900.00
Agency Service	2950.00	2950.00
Grants	0.00	0.00
Bank Interest	1500.00	2000.00
Total of Estimated Income	18895.00	21225.00
Recurring Expenditure Less Income	110146.06	113745.80
Non-Recurring Expenditure		
Amenities	1500.00	2000.00
Recreation Ground	4000.00	1000.00
Woodup Pool	3000.00	4000.00
Neighbourhood Plan	3000.00	3000.00
Woodrolfe Hard	0.00	0.00
Woodup Pool Toilets	1000.00	0.00
Community Support/Minor Projects	1300.00	1500.00
Professional Fees - Land Registry	0.00	2000.00
Tree Work	0.00	5420.00
Total of Estimated Non-Recurring Expenditure	13800.00	18920.00
Net Precept Sum	123946.06	132665.80
Council Tax - 2025/2026 - Band D (Precept divided by Tax Base /1023.3)	121.12	
Council Tax - 2026/2027 - Band D (Precept divided by Tax Base /1049.2)		126.44
Precept 2025/26	£ 123,946.06	
Precept 2026/27	£ 132,665.80	
Difference	£ 8,719.74	
% Difference	7.035	
Council Tax - 2025/2026 - Band D	£ 121.12	
Council Tax - 2026/2027 - Band D	£ 126.44	
Difference	£ 5.32	
% Difference	4.393	

**TOLLESBURY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2026/27**

Payments		Cost Centre	2024/2025 Actual	2025/2026 Budget	Actual To Date as at 30/11/25	Forecast Expenditure 2025/26	2026/2027 Budget	
Admin - 110	Audit Fees	4100	720.00	750.00	720.00	720.00	750.00	
	Bank Charges	4110	26.00	100.00	61.00	97.00	100.00	
	Insurance	4120	4128.00	4200.00	4593.00	4593.00	4650.00	
	Misc	4130	205.00	300.00	77.00	129.00	300.00	
	Office Allowance	4140	1600.00	1800.00	1200.00	1800.00	1900.00	
	Photocopier	4150	1045.00	1200.00	876.00	1171.50	1200.00	
	Postage	4160	36.00	40.00	0.00	20.00	40.00	
	Stationery	4170	40.00	60.00	26.00	26.00	60.00	
	Subscriptions	4180	2517.00	2700.00	2052.00	2478.56	2700.00	
	Telephone	4190	553.00	650.00	368.00	572.00	650.00	
	Training	4200	163.00	300.00	0.00	0.00	300.00	
	Website Maintenance	4210	1140.00	1000.00	215.00	800.00	2000.00	
	ADMIN TOTAL			12173.00	13100.00	10188.00	12407.06	14650.00
	Amenities - 120	Allotments	4250	281.00	1800.00	2140.00	3699.02	1500.00
Water Rates		4330					500.00	
Maintenance		4420	0.00	1000.00	25.00	655.00	1000.00	
Hasler Green		4260	400.00	400.00	233.00	399.62	450.00	
Misc		4130	902.00	800.00	206.00	1424.68	800.00	
CET		4270	1582.00	1600.00	832.00	1612.00	1780.00	
Woodrolfe Green		4280	670.00	670.00	416.00	695.15	750.00	
AMENITIES TOTAL			3835.00	6270.00	3852.00	8485.47	6780.00	
Cemetery - 130	Contract	4310	6725.00	6860.00	4058.00	7249.32	7455.00	
	Misc	4130	34.00	350.00	380.00	417.00	350.00	
	Water Rates	4330	158.00	300.00	168.00	168.00	300.00	
	Rates	4340	478.00	500.00	527.00	586.00	600.00	
CEMETERY TOTAL			7395.00	8010.00	5133.00	8420.32	8705.00	
Pavilion - 140	Cleaning Items	4400	60.00	75.00	51.00	91.00	125.00	
	Electricity	4410	830.00	1600.00	1035.00	1537.10	1700.00	
	Maintenance	4420	189.00	300.00	13.00	113.00	300.00	
	Water/Sewage	4330	308.00	350.00	151.00	304.47	350.00	
PAVILION TOTAL			1387.00	2325.00	1250.00	2045.57	2475.00	
Projects - 150	Amenities	4500	1730.00	1500.00	8618.00	9498.00	2000.00	
	Recreation Ground	4530	1320.00	4000.00	6793.00	9343.00	1000.00	
	Woodup Pool	4540	1026.00	3000.00	0.00	2400.00	4000.00	
	Neighbourhood Plan	4560	550.00	3000.00	3025.00	5500.00	3000.00	
	Woodrolfe Hard	4590	0.00	0.00	0.00	0.00	0.00	
	Woodup Pool Toilets	4600	0.00	1000.00	270.00	900.00	0.00	
	Community Support/Proje	4610	0.00	1300.00	1200.00	1200.00	1500.00	
	Professional Fees	NEW	0.00	0.00	0.00	0.00	2000.00	
	Tree Work	NEW	0.00	0.00	0.00	0.00	5420.00	
PROJECTS TOTAL			4626.00	13800.00	19906.00	28841.00	18920.00	
Rec Ground - 160	Contract	4310	9605.00	9610.00	5603.00	9605.20	10000.00	
	Maintenance	4420	2165.00	3500.00	2627.00	2977.00	4000.00	
	Pitch	4710	0.00	500.00	0.00	0.00	0.00	
REC. GROUND TOTAL			11770.00	13610.00	8230.00	12582.20	14000.00	

**TOLLESBURY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2026/27**

Payments		Cost Centre	2024/2025 Actual	2025/2026 Budget	Actual To Date as at 30/11/25	Forecast Expenditure 2025/26	2026/2027 Budget
Street Clean - 170	Contract/Holiday cover	4310	400.00	500.00	300.00	500.00	500.00
STREET CLEAN TOTAL			400.00	500.00	300.00	500.00	500.00
Street Light - 180	Electricity	4410	3858.00	4000.00	1440.00	2347.00	3000.00
	Maintenance	4420	831.00	1000.00	581.00	898.72	1000.00
STREET LIGHT TOTAL			4689.00	5000.00	2021.00	3245.72	4000.00
Wages - 100			64409.00	69221.06	42984.00	68812.44	73261.80
Woodrolfe Hard - 190	Misc	4130	430.00	350.00	363.00	363.00	644.00
	Rent	4730	584.00	585.00	572.00	583.00	385.00
WOODROLFE HARD TOTAL			1014.00	935.00	935.00	946.00	1029.00
Woodup - 200	Contract	4310	270.00	270.00	158.00	270.50	270.00
	Gen. Maintenance	4420	1121.00	1500.00	620.00	780.00	1500.00
	Litter Collection	4760	425.00	500.00	417.00	417.00	500.00
	CET	4270	0.00	480.00	0.00	0.00	480.00
	Water Testing	4770	0.00	400.00	0.00	400.00	400.00
	Toilets	4700	1151.00	1800.00	1674.00	1674.00	1800.00
WOODUP TOTAL			2967.00	4950.00	2869.00	3541.50	4950.00
S137 Expend - 210	Donations	4800	380.00	1000.00	100.00	130.00	500.00
S137 EXPEND TOTAL			380.00	1000.00	100.00	130.00	500.00
Other - 220	Agency Services	4850	3720.00	3720.00	2325.00	3720.00	3720.00
	Advertising	4860	285.00	400.00	0.00	290.00	400.00
OTHER TOTAL			4005.00	4120.00	2325.00	4010.00	4120.00
TOTAL			119050.00	142841.06	100093.00	153967.28	153890.80

Receipts		Cost Centre	2024/2025 Actual	2025/2026 Budget	Actual To Date as at 30/11/25	Forecast Income 2025/26	2026/2027 Budget
Amenities - 120	Allotments	1100	1265.00	1553.00	1530.00	1425.00	1775.00
Cemetery - 130	Fees	1110	18778.00	8250.00	9898.00	10128.00	10000.00
Pavilion - 140	Hire Charge	1120	135.00	75.00	70.00	70.00	100.00
Rec. Ground - 160	Pitch Fees	1130	2441.00	2500.00	1405.00	2677.00	2500.00
Woodrolfe Hard - 190	Fees	1110	1938.00	2067.00	1808.00	1808.00	1900.00
Bank	Interest	1080	1395.00	1500.00	841.00	2477.90	2000.00
Grants/Donations			399.00	0.00	3967.00	4067.00	0.00
Agency Services		1140	2950.00	2950.00	2950.00	2950.00	2950.00
TOTAL			29301.00	18895.00	22469.00	25602.90	21225.00

PRECEPT (Expenditure less Income) 123946.06 132665.80

Notes of the meeting with Obsidian held on Monday, 15th December 2025 at 7pm via Microsoft Teams.

Members of Tollesbury Parish Council present:

Cllr Hawes (Chair)
Cllr Bell
Cllr Clare
Cllr Gilbert
Cllr Goldie
Cllr Page
Cllr Vigar
Michelle Curtis (Parish Clerk/RFO)

Those present for Obsidian (Application Team):

Billy Taylor – GNL Strategic(Managing Director)
Ben Johnson – Obsidian Strategic (Planning Director)
Paul Galgey – Planning Potential (Director)
Katy Lister – Planning Potential
George Coxshall – (Consultation & Engagement)

The Chair stated that the meeting is being held without prejudice to receive further information regarding the application for the site opposite Prentice Hall Farm, Prentice Hall Lane.

The information will assist the Parish Councillor in considering and discussing the application.

Participation in this meeting does not imply any predetermined position by the Parish Council on the application.

Obsidian advised that:

- The previous application was withdrawn due to issues including housing land supply, landscape impact, drainage, and layout.
- Five pre-application meetings were held with Maldon District Council planning officers.
- Ongoing consultation took place with Essex Highways, the Local Flood Authority, and the Council's appointed landscape consultant.
- A Planning Performance Agreement (PPA) has been entered into with Maldon District Council.
- A presentation was made to Maldon District Councillors on 17 September 2025.
- A community newsletter was distributed on 28 November 2025, with approximately 140 responses received to date.
- The key components of the proposal are as follows:
 - An outline application for up to 200 dwellings.
 - 40% affordable housing, in line with adopted policy.
 - A landscape-led masterplan, with the western part of the site retained largely as public open space.
 - Introduction of allotments, following feedback from earlier discussions with Maldon District Council.
 - Sustainable drainage systems (SuDS), located primarily to the south of the site.
 - A pedestrian and cycle-only green corridor linking the site to Elysian Gardens and the village.

- A single vehicular access via West Street.
- The western field is proposed to remain undeveloped, forming a permanent landscape buffer and new settlement edge.

Obsidian presented their masterplan (Appendix A), illustrating:

- Reduced development in visually sensitive areas.
- A small farmstead-style cluster near the northern entrance to mark the site access.
- Publicly accessible open space with biodiversity and habitat enhancements.
- Clear distinction between vehicular and non-vehicular routes.

The Chair and Councillors advised that the Neighbourhood Plan Working Group were interested in community-led housing and was in the early stages of setting up a Community Land Trust (CLT) in Tollesbury. The aim is to deliver genuinely affordable homes for local people, particularly 1–2 bedroom properties.

Obsidian confirmed they were open to exploring CLT options, including potential land allocation and flexibility on dwelling numbers, subject to further discussion with the Parish and Maldon District Council.

Councillors noted that the local housing needs surveys indicate a shortage of smaller homes and downsizing opportunities.

Obsidian advised that the application, as it stands, is at an outline stage, and the housing mix is indicative. The capacity figure of up to 200 homes is based on a balanced mix across tenures. There is flexibility to provide smaller units and a range of affordable housing products.

Concerns were raised regarding:

- Reliance on private cars due to limited public transport and distance to rail stations.
- Narrow streets and constrained pavements within the village centre.
- Potential traffic impacts on existing roads.

Obsidian acknowledged these concerns and advised that highways and transport matters will be addressed through statutory consultation and conditions, with the intention of encouraging walking and cycling where possible.

The Parish Council expressed concern about Section 106 contributions being diluted or redirected away from the village. Discussion points included:

- The importance of clearly defined and ring-fenced obligations.
- The potential impact of future local government reorganisation.
- Possible use of contributions towards local infrastructure, environmental assets, and community facilities.

The applicant team confirmed willingness to work with the Parish to identify priorities and ensure obligations are clearly secured within any Section 106 agreement.

Obsidian was asked about the long-term ownership and maintenance of open spaces, roads, and facilities. Obsidian advised that:

- Affordable housing would likely be transferred to a Registered Provider.
- Open spaces and unadopted roads would be managed by a management company funded by residents.

- Residents may have mechanisms to influence or replace management companies if performance is unsatisfactory.

The Parish Clerk asked whether a public consultation would be held. Obsidian advised that:

- No exhibition is currently planned.
- Further engagement would be considered depending on feedback received from the consultation document.
- Transparency and continued dialogue were acknowledged as important.

Obsidian agreed to review community-led housing and would like to have further engagement in the new year.

The meeting closed at 8.15pm.



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Rev	Description	Date	Au	Ch
P1	Preliminary Issue	05.11.25	IW/DB	GR
P2	Amended surfaces	06.11.25	IW/DB	GR
P3	Amended ditches	06.11.25	IW/DB	GR
P4	Additional play and relocated allotments	13.11.25	IW/DB	GR
P5	Amended drainage design	25.11.25	IW/BC	GR
P6	Amended north hedge	27.11.25	DB	GR

Project	Land South of West Street, Tollesbury		
Drawing	Illustrative Masterplan		
Client	Obsidian Strategic Asset Management Ltd		
Job no.	OBSI220230	Date	27.11.25
Dwg no.	IMP-02	Rev.	P6
Author	IW/DB	Checked	GR
Status	PLANNING	Scale	1:1000@A1
Client ref.	-	Office	Romsey

