

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Council Meeting held at
The Parish Hall, Victoria Place, Brightlingsea,
on: Thursday 17th April 2025 at 7.00pm

Present:
Councillors
J Carr (Mayor)
M Court (Deputy Mayor)
D Atkinson, M Barry, J Chapman,
J Howard, R Morgan, C Paveley and G Steady

In attendance:
Tracey Pulford – Town Clerk
9 Members of the public
County Councillor Goggin

Before the meeting started, the Mayor welcomed Alix Sheppard, Caroline Beckett and Nicola Stephens to the meeting, who will be giving an update on an Accessibility Map for Brightlingsea, under Agenda Item 5.

185. APOLOGIES FOR ABSENCE: Councillors Mitchell and Pentney.

186. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 20TH MARCH 2025 AND TO CONFIRM AS A CORRECT RECORD:

Councillor Chapman proposed that the Minutes of the meeting held on the 20th March 2025 were accepted as a true record. Seconded by Councillor Steady. **Agreed.**

187. MAYORS ANNOUNCEMENTS:

The Mayor stated that this had been a rather quiet month, attending only the Annual General Meeting of the Allotment Society. He then reminded members and the public of the VE 80th Anniversary Tea Dance that is taking place on Sunday 27th April 2025, where a few tickets remain available for the event. The proceeds from this will be split between the Brightlingsea Stroke Support Service and the Brightlingsea YMCA. The then thanked Councillor Jayne Chapman and Officers Tracey and Julie for their help and assistance with the event.

188. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

The Mayor reminded Members to declare interests when necessary.

189. ACCESSIBILITY MAP:

The Mayor welcomed Alix Sheppard, Caroline Beckett and Nicola Stephens to the meeting. Nicola gave a presentation on the Accessibility Map for Brightlingsea. (A copy of the presentation is available upon request). Much discussion took place. It was then **agreed** to give a 'Vote of Confidence' on this idea, and the Council will work in collaboration with the group and help where necessary.

190. UPDATE FROM COUNTY COUNCILLOR GOGGIN:

A copy of County Councillor Goggin's notes had been circulated to all members, which he briefed on.

Councillors asked the following questions:-

- Councillor Barry – Devolution – like you we have been having regular briefings and updates. One item coming out is that the elections were postponed. You should have stood for election in two weeks' time, and you are not. What is your position now in terms of the elections? Are the County Council going to have another election before the Unity comes in? Can you confirm that you as a County Councillor will not be standing for election again for the County Council? County Councillor Goggin replied no, there will be no more County Councillor elections or Tendring District Council elections. You will also extend your term by another year.
- Councillor Court – When will the speed and volume survey be carried out? County Councillor Goggin replied sometime soon, but no fixed date is known yet.

Members of the Public asked the following question:-

- You attended a PSEG pre meeting. What does PSEG stand for? County Councillor Goggin replied that he is Chairman of the Place Services and Economic Growth Committee.

191. UPDATE FROM DISTRICT COUNCILLORS:

A copy of the Tendring District Councillors report had been circulated to all members.

Councillor Steady briefed on Local Government Reform and Devolution. He advised members that he has arranged a walk-about on the Western Promenade, with Officers of Tendring District Council for the 23rd April and if anyone has any ideas or suggestions to let him know. The toy box is back, this time by the Beach Wardens Hut.

Councillor Court asked if there was date for the bollards behind the toilets being repaired? Councillor Steady replied that it is scheduled for the end of April. Councillor Barry said that he will bring this up on Wednesday at a meeting.

Councillor Howard informed members that she had attended an Emergency Planning meeting at Tendring District Council, with Councillor Chapman and Administrative Assistant Julie. A lot of Councils do not have an Emergency Plan and there was only two of us attending who had one.

192. TEAMS REPORTS:

Reports from the Facilities & Community Assets Team, Environment & Transport Team and Welfare & Residents' Services Team had been circulated to all members.

Facilities & Community Assets Team – Councillor Morgan briefed members on the meeting held on the 8th April 2025.

Councillor Chapman thanked Councillor Morgan for suppling the paint and painting, and to Councillor Pentney for helping to paint the Scout Boats. Councillor Paveley stated that the Council must see a copy of the Scout insurance for this activity.

Councillor Steady asked if there was any update on the Leisure Village? Councillor Paveley replied that the Solicitor dealing with this has passed it on to the Dispute Resolution Department, and a letter is being checked by the Quality Assurance.

Councillor Barry briefed on a meeting held on Monday 14th April regarding Local Government Reform. He stated that the submission has been redrafted and has been sent off to the Chief Executive. We await their response. Brightlingsea Town Council were the first Council to put in a submission to start the discussions going. The Mayor thanked Councillor Barry for all his help with this.

The Facilities & Community Assets Team report was then **accepted**, and the following recommendations **agreed**:-

- **FND Group:** Mr Shaw would visit the sites discussed for suitability and respond to the Council with proposals for consideration.
- **Western Promenade:** Contact the resident to explore the Crazy Golf proposals further.
- **Boat Park Update:** The Town Council agrees to the Colne Yacht Club invoicing the Town Council on a quarterly basis at the current price that they are charged by their water supplier for the water supply in the Boat Park.
- **Lower Park Playing Fields and Western Promenade:** Once the Topographical Survey report has been received, it will be taken to the next Facilities and Community Assets Team meeting for discussion.

Environment & Transport Team – Councillor Howard briefed members on the meeting held on the 9th April 2025. The Environment & Transport Team report was then **accepted**, and the following recommendations were **agreed**:-

- **Councillor Barry to liaise with the Parking Partnership about this, as the buses are struggling to get through due to parked cars.**
- **Councillor Howard to put forward a proposal for the Finance meeting on the 15th April, regarding finances for the proposed signs.**
- **Brightlingsea Town Council would support the idea of having a street light on Robinson Road, and contact is made direct to Essex County Council.**
- **Councillor Barry to take forward the suggestion of low-level lighting in the Victoria Place Car Park.**
- **Write to the Brightlingsea Litter Pickers expressing the Council's gratitude for all the hard work they do in the Town.**
- **Proposals would be put forward on the Salt Water Pool and the grassed area by Batemans Tower/Shelter at the LGR/Devolution meeting on Monday 14th April.**

Welfare & Residents' Services Team – Councillor Chapman informed members that the Council is now Disability Confident Committed. She also said that some of her work over the past two weeks has been confidential, and she cannot fault the Police and their Safeguarding Team.

Communications & Tourism Team – Councillor Carr mentioned the 2025 Town Guide, and asked members if they know of any outlets that require a copy, to please let us know. He then asked if anyone would like to visit the Orchards at St Osyth to take some copies. Councillor Howard volunteered to take some guides to them. A discussion took place about press releases, and it was suggested that a meeting takes place after Easter, to look at other avenues as our articles need more publicity.

193. TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE MEETING HELD ON 15TH APRIL 2025 AND TO CONFIRM THE RECOMMENDATIONS THEREIN:

Councillor Atkinson proposed that the Minutes of the Finance and Property Meeting held on the 15th April 2025 are accepted as a true record, and the recommendations (as written below) be accepted:

- Subject to predicted year end surplus being confirmed that: (1) The outstanding amounts for the Playcentre are written off, so the figures for 2025/2026 show as actuals. (2) £10,000 is placed into 'earmarked funds' for improvement efficiency.
- 26 payments in the sum of £16,705.24 are authorised for payment, with Councillors Howard and Morgan signing off the invoices.
- Accept the amended copy of the Statement of Internal Control document, for an interim period.
- An Asset Valuation Policy would be written up and agreed at a future meeting.
- Expenditure for signs is agreed, as follows:-
20's Plenty signs = £200.00
No Parking on Grass signs - £90.00
Wildlife signs – an amount to be agreed.

Seconded by Councillor Morgan. The minutes were then **agreed** by all present.

194. TO RECEIVE AND APPROVE THE RECOMMENDATIONS OF THOSE MEMBERS EXAMINING THE ACCOUNTS FOR THE CURRENT PERIOD:

The Payments and Accounts for the period March 2025 (as attached – see Appendix 1) were proposed by Councillor Howard as follows:-

General Current T2 Account – under delegated authority to the Finance Committee 26 payments totalling £16,705.25 (as attached - see Appendix 1) have been authorised and paid, and statement of balances on the following accounts be accepted:-

Barclays Current Account (XXXX7055)	£5,518.62
Barclays Premium Account (XXXX8295)	£28,646.82
Barclays Premium Account (XXXX9433)	£902.00
CCLA Public Sector Deposit Fund	£51,012.77
Instant Access Account (XXXX0373)	£37,458.61
Current T2 Account (XXXX0360)	£13,669.82
Making a total of	£137,208.64

Income for March 2025	£22,681.07
Expenditure for March 2025	£33,377.67

Income to date 1 st April – 31 st March 2025	£484,261.18
Expenditure to date, 1 st April – 31 st March 2025	£434,011.02

Employee payments paid for the month of March 2025 were:	£17,886.96
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Seconded by Councillor Morgan. **Agreed.**

195. TO RECEIVE AND APPROVE THE MINUTES OF THE PLANNING MEETING HELD ON THE 25TH MARCH AND 8TH APRIL 2025 AND NOTE THE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL:

Councillor Paveley proposed that the recommendations in the Minutes of 25th March and 8th April 2025 be agreed by Council, together with the planning decisions from Tendring District Council. The Minutes were then seconded by Councillor Howard. **Agreed**.

Councillor Paveley then spoke about Application Number 25/00486/FUL for 16 High Street and asked if the Mayor would contact Tendring District Council's Planning Department asking for confirmation that the change of use is for the first floor only. This was **agreed**.

196. QUESTIONS FROM THE PUBLIC:

Q1) Just an observation – the boating lake and the boats, we now have a new Sea Cadet Group, could they help, they are a very enthusiastic group?

A1) The Mayor replied that they have been asked, but unfortunately no.

Q2) The Colne Yacht Club Jetty – what is this about?

A2) Councillor Morgan replied that the Council are in discussions with them regarding their jetty as it is needing repairs.

197. TOWN CLERK'S REPORT:

A request for a Mobile Horsebox Sauna to visit the Western Promenade is to be passed to the Facilities and Community Assets Team to discuss further.

The Mayor wished everyone a very good Easter.

198. CLOSE OF MEETING:

There being no further business, the meeting closed at 8.34 pm.

Chair

Date: 15th May 2025

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/03/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£2,823.91
Business Premium (Client A/C)	£8,781.95
Business Premium (Reserve A/C)	£72,147.92
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£0.00
Instant Access Account	£206.09
Unity Current Account T2	£2,998.61
Total	£86,958.48

RECEIPTS	Net	Vat	Gross
Council	£478,120.01	£6,141.17	£484,261.18
Total Receipts	£478,120.01	£6,141.17	£484,261.18
PAYMENTS	Net	Vat	Gross
Council	£409,002.35	£25,008.67	£434,011.02
Total Payments	£409,002.35	£25,008.67	£434,011.02

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£5,518.62
Business Premium (Client A/C)	£902.00
Business Premium (Reserve A/C)	£28,646.82
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,012.77
Instant Access Account	£37,458.61
Unity Current Account T2	£13,669.82
Total	£137,208.64

Signed

Chair



Clerk / Responsible Financial Officer



Financial Summary - Cashbook

Summary of receipts and payments between 01/03/25 and 31/03/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£2,823.91
Business Premium (Client A/C)	£8,781.95
Business Premium (Reserve A/C)	£72,147.92
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£0.00
Instant Access Account	£206.09
Unity Current Account T2	£2,998.61
Total	£86,958.48

Balances at start of period

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£14,674.68
Business Premium (Client A/C)	£7,606.00
Business Premium (Reserve A/C)	£35,474.89
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£1,009.24
Instant Access Account	£85,795.52
Unity Current Account T2	£3,344.91
Total	£147,905.24

	Net	Vat	Gross
RECEIPTS			
Council	£20,000.51	£2,680.56	£22,681.07
Total Receipts	£20,000.51	£2,680.56	£22,681.07
PAYMENTS			
Council	£31,271.82	£2,105.85	£33,377.67
Total Payments	£31,271.82	£2,105.85	£33,377.67

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£5,518.62
Business Premium (Client A/C)	£902.00
Business Premium (Reserve A/C)	£28,646.82
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,012.77
Instant Access Account	£37,458.61
Unity Current Account T2	£13,669.82
Total	£137,208.64

Payments for approval - General Account

Method:	Payee:	Nett £	VAT £	Gross £	Statutory Provisions:	For:
BACS	3C Technology Ltd	248.07	49.61	297.68	LGA 1972	Computer/software charges - 01/04/25-30/04/25
BACS	Brightingsea Carnival Association	500.00	0.00	500.00	S137 LGA1972	Standing Annual Grant 2025/2026
BACS	Brightingsea In Bloom	1,289.00	0.00	1,289.00	S137 LGA1972	Standing Annual Grant 2025/2026
BACS	EALC	1,270.76	0.00	1,270.76	LGA 1972	2025/2026 Affiliation Fees - EALC & NALC
BACS	Ernest Doe & Sons Ltd	52.49	10.50	62.99	LGA 1972	Items for Honda Mower
BACS	Firesmart Risk Management	349.00	69.80	418.80	LGA 1972	Fire Risk Assessment Renewal - 3 year licence
BACS	Friends of Historic Essex	12.00	0.00	12.00	LGA 1972	Membership Renewal 2025/2026
BACS	Petty Cash	150.00	0.00	150.00	LGA 1972	Petty Cash
BACS	Rural Community Council of Essex	160.20	0.00	160.20	LGA 1972	Membership Fee 01.04.25-31.3.26
BACS	R.J. Osborn Printers & Stationers Ltd	2,309.00	0.00	2,309.00	LGA 1972	Printing of Town Guide 2025
BACS	Sibbons	4.96	0.99	5.95	LGA 1972	Maintenance Works
BACS	Strong Point Design Limited	1,795.83	359.17	2,155.00	LGA 1972	Design of 2025 Town Guide
BACS	TBS Hygiene Ltd	300.00	60.00	360.00	LGA 1972	Dog Waste Collection 29.03.25-25.04.25
BACS	The Autumn Centre	2,215.00	0.00	2,215.00	S137 LGA1972	Standing Annual Grant 2025/2026
BACS	Top Glass Window Cleaning	26.00	0.00	26.00	LGA 1972	Parish Hall and Bus Shelter Window Cleaning
BACS	Zurich Municipal	3,581.97	0.00	3,581.97	LGA 1972	Vehicle Insurance 20.04.25-19.04.26
	TOTAL	14,264.28	550.07	14,814.35		

Signed: *Paul Howard*
Date: 15/4/25

Signed: *[Signature]*
Date: 15/4/25

Signed: *[Signature]*
Date: 15/4/25

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
13522		£766.50	1009/2	21/03/25	A & D Fuels - Gas Oil 1000L	
		£766.50			A & D Fuels - Total	
13535		£126.00	1020/4	31/03/25	Capel Plant - Toilet on Allotments 01/03/25-01/04/25	156622
		£126.00			Capel Plant - Total	
13523		£76.50	1080	25/03/25	Edge Designs - Allotments - End of Year Support	38465
		£76.50			Edge Designs - Total	
13524		£300.00	1090/3	31/03/25	Groundwork UK - NHP Grant to be returned	
		£300.00			Groundwork UK - Total	
13525		£69.60	1062/2	31/03/25	James Todd & Co Ltd - March 2025 Payroll Fee	80036
		£69.60			James Todd & Co Ltd - Total	
13526		£92.50	1006	31/03/25	R & J Morrell (Clear To See) - Boat park Licence 25/26 Stickers	14442
		£92.50			R & J Morrell (Clear To See) - Total	
13527		£96.20	1010/3	17/03/25	Sibbons - Ballast & Cement	66710
		£96.20			Sibbons - Total	
13528		£30.00	1006	31/03/25	Spirals - Stationery	
		£30.00			Spirals - Total	
13529		£282.00	1010/1	31/03/25	TM Welders Limited - manhole cover for sluice gate on boating lake	1630
		£282.00			TM Welders Limited - Total	
13530		£51.59	1010/7	27/03/25	Wurth UK Ltd - Protective Gloves	4036479488
		£51.59			Wurth UK Ltd - Total	
Total		£1,890.89				

Signature

Date

Signature

14/04/25 01:50 PM Vs: 9.06.01

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Agenda Item 15 – Tendring District Councillors report

Councillor Mick Barry

23.4.25 Meeting with officers a.m re Active Travel Strategy.

23.4.25 Meeting with Sigma Trust CEO and Operational Director regarding pupil activity levels and engagement.

23.4.25 – Meeting with officers regarding seafronts.

25.4.25 – Informal Cabinet meeting.

28.4.25 Webinar re LGR.

29.4.25 – TDC Annual Meeting.

30.4.25 – Sports Facility and asset review with officers. Conference planning meeting.

1.5.25 – Active Wellbeing Centre – Consultants update.

7.5.25 – Portfolio catch up meeting with officers.

8.5.25 – Officers and Portfolio Holders meeting re Wellbeing Strategy.

14.5.25 – Members Development Session.

15.5.25 – Meeting with officers re finance and governance of leisure estate.

Councillor Jayne Chapman

29.4.25 – Annual Meeting of the Council. New Chairman and Vice Chairman of TDC. Committees, Chairman's, and Vice Chairmans were elected. Although this will change after the By- Election in Frinton.

Councillor Graham Steady

23.4.25 – Walk about on the Western Promenade with TDC Officers. Requested more 'no cycling' signs, digger to move sand about on paddling pool, drainage repair on paths surrounding paddling pool.

Remedial works completed – faulty bollards on car park replaced, drain by the outdoor shower unblocked.

29.4.25 – Annual Council Meeting.

14.5.25 – Members briefing.

Agenda Item 16

Facilities and Community Assets Team Meeting

Notes of Meeting held on Tuesday 6th May 2025 at 10.30am at the Parish Hall

**Present:- Councillors
R Morgan (Chairman)
D Atkinson, J Chapman,
K Pentney, C Paveley and G Steady**

**Also in attendance:
Councillor Carr**

1. **Apologies for Absence** – Councillors Barry, Howard and Mitchell.
2. **To receive the notes of the Meeting held on 8th April 2025** – Noted.
3. **Report from Grounds Manager – Terry Hamilton** – A verbal report was given.
 - Brightlingsea in Bloom requested to use the Town Council van for watering. This request was refused due to setting an operational precedent.
 - Boat Park security lights to be a priority for undertaking repairs. Agreed one gate would be locked at night with a roller padlock.

Recommendation: Inform Brightlingsea in Bloom that the Council Van could not be used. Boat Park – one gate locking system would be installed as soon as possible.

4. **The Hard – Response to the MMO** – The Working Group proposed a response to the MMO, which was discussed and agreed by the Committee. The response includes the conceptual plan from 2021 of a typical scheme.

Recommendation: The draft response and conceptual plan will be sent to the MMO immediately.

5. **Waterside Development Group** – As part of the MMO discussion, it was agreed that a new Waterside Development Group should be established to discuss the future thoughts of all stakeholders of the Waterside, and regular 3 monthly meetings to be held to find support for a new proposal and design that supports the aspirations for the Waterside area.

Recommendation: Brightlingsea Town Council will meet to agree Terms of Reference of the group, a second meeting will then be arranged with Brightlingsea Harbour Commissioners to establish them as core stakeholders, prior to an invitation to all stakeholders and interested parties in the future.

6. **Boat Park – Update on the following:**

- A) Licenses issues – There was a report given on the updated figures for the Boat Park, which have been well supported this year.
- B) Upgrades to the area – report from Terry Hamilton – This item was discussed and agreed under item 3.

It is noted that the water is now turned on, in the Boat Park, by the Colne Yacht Club, with thanks.

Agenda Item 16

7. **Western Promenade - Update on the following:-**

- A) Lido Shelter – It is reported that the work should commence in the next week or two.
- B) Salt Pool – Councillor Pentney spoke on the Salt Pool development, and a further report would be forthcoming.
- C) Crazy Golf - Councillor Morgan to meet with a local resident regarding the idea of a Crazy Golf area on the Western Promenade.
- D) Maintenance and Safety – A discussion was held on overnight campervans on Promenade Way, and the need for signage to say ‘no overnight parking;’ Further discussions to be held with the Grounds Manager before a recommendation is taken to the next Facilities and Community Assets Team meeting.

Recommendation: Councillor Morgan to meet the resident to explore the Crazy Golf proposals further.

8. **Leases – Update** – Councillor Atkinson gave an update on leases. Further reports to come forward. It was noted that the Council has not received a response from the Batemans Tower Café lessee, regarding the projected recommencement of works. It was agreed that a letter is sent to the lessee of Batemans Tower Cafe to state that Council seeks advice of its solicitors as to its position regarding the lease terms and any enforcement rights.

Recommendation: A letter is sent to the lessee of Batemans Tower Cafe to state that Council seeks advice of its solicitors as to its position regarding the lease terms and any enforcement rights.

9. **Colne Community School Playing Field – Update** – No update at present.

10. **Topographical Survey Results** – Councillor Atkinson reported that the survey had been completed and awaits the final report, which will be discussed at the next meeting.

11. **BTC Town Survey** – results and data – Councillor Court is analyzing the approx. 200 responses from the town, and the results should be available for the next meeting.

12. **Any other Business** – None.

13. **Date of next meeting** – Tuesday 10th June 2025 at 10.30am.

The meeting closed at 11.45 a.m.

Environment and Transport Team

**Notes of Meeting held on Tuesday 6th May 2025 at 12 noon
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP**

Present:

M Barry, R Morgan, K Pentney and G Steady

In the absence of Councillor Howard, Councillor Steady Chaired the meeting.

1. **Apologies for Absence** – Councillors Atkinson and Howard.
2. **To receive the notes of the meeting held on 9th April 2025** – Noted.

As recommended at the last meeting, Councillor Barry liaised with the Parking Partnership regarding yellow lines. Their recommendation to carry forward is:-

- Consultation – Already completed by Brightlingsea Town Council
- Residents support – There is a lack of residents' support

Members **agreed** to concentrate on Station Road, then to expand to other hot spots.

Recommendation: Concentrate on Station Road, then to expand to other hot spots.

3. **Update on PROW** – A copy of an email to Councillor Court dated 29.4.25 from Shirley Anglin of Essex Highways had been circulated to all members. The update is as follows:-

“The first step is usually to undertake a survey of the paths in the parish and note any improvements that you want to make – this might be installing waymark posts to guide people along the paths, sections that will need vegetation clearances, or steps/bridges that need fixing. This will form your work proposal for the year (paperwork attached for completion) and provide the basis for discussion about what a suitable grant value might be. If you can complete the form and send me a map of the locations as well, we can get going with a date for a work party. It might be that you already know which paths get overgrown and just want to start out with cutting tasks, this is fine as we can add other things to the work proposal during the year if you wanted to carry out additional tasks.

We also need to think about first aiders. I like to have 2 team members trained in basic first aid so that you can have at least one on site with you.

On the first work party I would bring tools and equipment along which I would aim to leave with you. What I bring depends on the tasks you have highlighted in the work proposal but would usually be: 1x digging spade, double headed digging spade, spirit level, hammer, tamper, bow saw, pair of men at work signs and 2 or 3 pairs of shears, loppers, gloves (more if the group is larger).

In terms of launching the group, I would suggest writing up and publicising the activities on the local community Facebook page to encourage support.

If you need any help filling in the paperwork, please give me a shout.”

Recommendation: Councillor Court to liaise with the Grounds Manager to prepare a plan to be submitted.

4. **Update on Litter Pick** – Councillor Steady informed members that he had liaised with the Litter Pickers (Mike Drake) who felt that the Waterfront is not too bad at the moment. After discussion, members **agreed** to concentrate on one off picks at problem areas i.e. Gravel Field – Councillor Pentney to advise.

Recommendation: To concentrate on one off picks at problem areas i.e. Gravel Field – Councillor Pentney to advise.

5. **Update on 20's Plenty Placards** - Councillor Steady informed members that the 20's Plenty boards being planned are awaiting confirmation as siting is to be linked to the Essex County Council traffic survey. Members **agreed** that Councillor Steady should liaise with Councillor Court to arrange a suitable time for placement of boards.

Recommendation: Councillor Steady should liaise with Councillor Court to arrange a suitable time for placement of boards.

Post meeting note: Town & Country sent through a draft design of the placard on 8.5.25, and members preferred the design with the white background.

6. **Signs for 'No Parking' at Strangers Corner** – Councillor Pentney is in the process of siting 'no parking' signs at Strangers Corner.
7. **Update on Speed & Volume Survey** – The date for the Speed & Volume Survey is still to be confirmed and linked to item 5.
8. **Overgrown hedge on Western Road** – Information was circulated to all members, provided by Councillor Howard. After discussion members **agreed** to confirm with Councillor Howard to proceed with Essex County Council letter.
9. **Any other Business** – The following was discussed:-
Councillor Barry – Chair of the Nature Recovery Group, recommended that at the next Environment and Transport meeting on 10th June, an invitation is sent to Susie Jenkins to attend the July meeting to give a presentation on the Nature Recovery Strategy. Agreed.

Recommendation: Susie Jenkins is invited to attend the July meeting to give a presentation on the Nature Recovery Strategy.

10. **Date of next meeting:** Tuesday 10th June 2025 at 12noon.

Meeting closed at 12.30 p.m.

**Welfare & Residents Services
Report from Councillor Chapman**

Final Covid Vaccinations will be held on Friday 23rd May, walk in, no appointments necessary. At YMCA Hall 10am to 4pm.

Looking into getting Flu Vaccinations and shingles for next year.

Citizens Advice Bureau - currently visit the Parish Hall every Wednesday from 10am until 1pm. They are available for drop-ins and appointments. Appointments can be made by calling 01255 377080.

Peabody Support drop in are at the Parish hall every Wednesday 10am until 12 noon. They can help with:-

- Benefit claims and advice
- Employment, training and volunteering opportunities
- Housing and homelessness issues
- Support for drug and alcohol problems
- Help with managing rent arrears
- Getting support with mental health
- Help with managing money and budgeting
- Care and support options in Essex
- Health and Wellbeing

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 13th May 2025 at 10.00 a.m.

Present:
Councillors
D Atkinson (Chairman)
J Chapman (Vice Chairman)
J Carr, M Court, R Morgan and C Paveley

Also in Attendance:
Tracey Pulford - Town Clerk
2 members of the public

F.132 APOLOGIES FOR ABSENCE: Councillor Barry

**F.133 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 15TH
APRIL 2025, RECEIVED BY COUNCIL ON THE 17TH APRIL 2025:**

The Minutes were accepted as a true record.

F.134 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

Members were reminded of the requirement to disclose any interest in relation to items on the agenda when these are discussed.

F.135 COUNCILLOR INTERNAL CONTROLLER REPORT:

The Chairman informed members that at the Finance Meeting held in November 2024, Councillor Morgan was appointed Councillor Internal Controller. Councillor Morgan briefed members that on the 22nd April 2025 he had made checks to the accounts for 2024-2025, and a copy of his report/findings had been circulated to all members. This report was noted.

F.136 RISK ASSESSMENT:

The Chairman briefed members that a new format for the Risk Assessment had previously been agreed, however the document had not been finalised for this meeting. It was agreed that it would be made a priority for agreement at the June Finance Meeting.

Recommendation: Copy of the new format Risk Assessment would be available for the June Finance Meeting.

F.137 ASSET REGISTER 2024/2025:

A copy of the Asset Register had been circulated to all members. The Register was noted, and the figure of £2,706,570 is to be included on the AGAR – Section 2, box 9.

Recommendation: The Asset Register figure of £2,706,570 is to be included on the AGAR – Section 2, box 9.

F.138 END OF YEAR ACCOUNTS 2024/2025:

The Chairman briefed members on the end of year accounts, and the Consolidated Balance Sheet and Income and Expenditure Account. He stated that the opening year end reserves was £121,313 and the closing reserves for 2024/2025 was £171,640, an increase of £50,327. Considering the advance receipts for the Boat Park of £9,813, the reserves have increased by £40,514. Much discussion took place.

The Chairman thanked the Town Clerk for all her work in completing the end of year early this year and the Clerk thanked Councillor Atkinson for all his help and support during the year.

Councillor Atkinson recommended that £10,000 is taken from the 2025/2026 reserves and put into 'earmarked reserves' for the improvement of financial efficiency. **Agreed.**

Recommendation: £10,000 is taken from the 2025/2026 reserves and put into 'earmarked reserves' for the improvement of financial efficiency

The Chairman then briefed members on the Internal Auditors Report and the three recommendations that have been put forward in this End of Year Review:-

Recommendation: (1) The revised, up-to-date model Standing Orders and Financial Regulations published by the National Association of Local Councils (NALC) should be presented to the Council for consideration and adoption as soon as practicably possible. (2) The Full Council should undertake a formal review of the Risk Assessment documentation and the Statement of Internal Control during the year 2025/26 in order to comply with the Accounts and Audit Regulations 2015. (3) A cash Card under the Council's name is brought into effect with written instructions for the operation of the Petty Cash Account to be reviewed and approved by the Finance and Property Committee. (4) The construction of an effective Strategic Plan is still in progress and, on completion, will assist the Council in mapping a way forward over the medium term in order to facilitate the identification, monitoring and control of key projects and their funding arrangements.

Councillor Atkinson then proposed that the End of Year Accounts are agreed and signed off at the Council Meeting on 15th May 2025. Seconded by Councillor Morgan. **Agreed.**

Recommendation: The Year End Accounts are agreed and are to be signed off at the Council Meeting on 15th May 2025.

Councillor Paveley recommended that a sub-committee is formed from the Finance Committee, to look at Commercial aspects, i.e. leases etc. This was seconded by Councillor Chapman. **Agreed.**

Recommendation: A sub-committee is formed from the Finance Committee, to look at Commercial aspects, i.e. leases etc.

F.139 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2024-2025 – ANNUAL GOVERNANCE STATEMENT:

Members went through Section 1 of the Annual Governance Statement and answered questions 1-9 as follows:-.

		Yes	No	
1	We have put in place arrangements for effective financial management during the year and for the preparation of the accounting systems.	✓		
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		
7	We took appropriate action on all matters raised in reports from internal and external audit.	✓		
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting systems.	✓		
9	(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s) assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

As Box 5 had been completed as 'no' the following explanation will be given to the External Auditor:-

"Due to pressing commitments the formality of agreeing the Risk Assessment and Internal Control arrangements did not take place until the 2025/2026 year. The Risk Assessment will now be agreed and reviewed during the year."

Box 9 was not completed, and members asked that the Internal Auditor is contacted to ask for his assistance that the Council is completing correctly.

This was **agreed** by all present.

Recommendation: Section 1 of the Annual Governance Statement is completed as follows: - questions 1-8 yes; question 5 – no, question 9 Internal Auditor is contacted to ensure the Council is completing correctly.

POST MEETING NOTE: The Internal Auditor has advised that as the Council is not a Sole Trustee to a Charity you will need to tick n/a in Box 9.

F.140 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2024/2025 – ACCOUNTING STATEMENTS:

A copy of the figures for Section 2 – Accounting Statements 2024/2025 (boxes 1-10) of the AGAR, as detailed below, had been circulated to all members. The figures for boxes 1-10 were **agreed** by all present. For boxes 11a and 11b, Members asked that the Internal Auditor is contacted to ask for assistance that the Council is completing correctly.

	Year ending 31 March 2023 £	Year ending 31 March 2022 £
1. Balances brought forward	133,541	121,313
2. (+) Precept of Rates and Levies	201,327	231,526
3. (+) Total other receipts	155,005	222,284
4. (-) Staff costs	205,598	211,688
5. (-) Loan interest / capital repayments	0	0
6. (-) All other payments	165,962	191,794
7. (=) Balances carried forward	121,313	171,641
8. Total value of cash and short-term investments	86,958	137,209
9. Total fixed assets plus long term investments and assets	2,704,579	2,706,570
10. Total borrowings	0	0

For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust Funds (including charitable) The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.			
11b. Disclosure note re Trust funds (including charitable) The figures in the accounting statements above do not include any Trust transactions.			

Recommendation:- The figures for boxes 1-10 are agreed. For boxes 11a and 11b, Members asked that the Internal Auditor is contacted to ask for assistance that the Council is completing correctly.

POST MEETING NOTE: The Internal Auditor has advised that as the Council is not a Sole Trustee to a Charity you will need to tick No in Box 11a and N/A in Box 11b.

F.141 ADDITIONAL PAPERWORK:

A copy of the additional paperwork to be sent off to the External Auditor had been circulated to all members. These documents were noted.

Recommendation: The additional paperwork to be sent off to the External Auditor were noted.

F.142 EXAMINING OF ACCOUNTS:

The Town Clerk informed members that due to the end of year it has not been possible to provide the accounts for April 2025. These will be provided at the next meeting. She then asked for two Councillors to approve the 20 payments in the sum of £15,520.55. Councillors Chapman and Paveley agreed to sign off the invoices at the end of the meeting.

Councillor Paveley informed members that he and Councillor Atkinson are both authorised to authorise payments on the Unity Bank, but another Councillor should be added to the account. Agreed that Councillor Morgan would become a signatory to the Unity Bank Account.

Recommendation: 20 payments in the sum of £15,520.55 are approved with Councillors Chapman and Paveley signing off the invoices at the end of the meeting.

F.143 APPOINTMENT OF INTERNAL AUDITOR FOR 2025/2026:

A discussion took place and it was agreed to appoint Trevor Brown CPFA as the Internal Auditor for 2025/2026.

Recommendation: Trevor Brown CPFA is appointed as the Internal Auditor for 2025/2026.

F.144 ASSET VALUATION POLICY:

A copy of an Asset Valuation Policy, which will form an addendum to the Model Financial Regulations had been copied to all members. Members agreed to adopt this Policy.

Recommendation: The Asset Valuation Policy, which will form an addendum to the Model Financial Regulation is agreed.

Before the meeting closed, the Chairman asked for questions from the public.

Question 1 – The tap in the Boat Park – is it working yet?

Answer 1 – Councillor Morgan replied yes, and the lights will be working soon too.

Councillor Paveley informed members that there is an issue of Japanese Knotweed in the Boat Park, which the Grounds Manager is looking into.

Councillor Atkinson thanked all members for their help over the last 12 months and thanked the 'loyal visitors' for attending every meeting. Councillor Morgan gave thanks from the Committee to the Chairman, for all his hard work during the past year.

F.145 CLOSE OF MEETING: There being no further business, the meeting closed at 10.55 a.m.

Received by Council on: 15.05.25
Signed by Chairman:

Approved by Committee on:
Signed by Chairman:

Action Points from meeting:

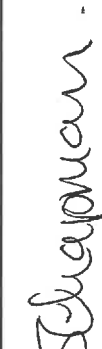
Minute Number	Decision	Actioned by
F.136	New format of Risk Assessment would be available for the June Finance Meeting.	Town Clerk
F.138	£10,000 is taken from the 2025/2026 reserves and put into 'earmarked reserves' for the improvement of financial efficiency	Town Clerk
	Revised Model Standing Orders and Financial Regulations are presented to Council for consideration and adoption as soon as practicable possible.	Town Clerk
	Full Council to undertake a formal review of the Risk Assessment and Statement of Internal Control during the year 2025/2026.	Full Council
	Cash card is obtained for the Barclays Bank Account XXXX7055, for maintaining a petty cash account.	Town Clerk
	The construction of an effective Strategic Plan is to be progressed.	Full Council
	The Year End Accounts are agreed and are to be signed off at the Council Meeting on 15 th May 2025.	Full Council
	A sub-committee is formed from the Finance Committee, to look at Commercial aspects, i.e. leases etc.	Finance Committee
F.139	Questions 1-8 yes; question 5 – no, question 9 Internal Auditor is contacted to ensure the Council is completing correctly.	Town Clerk
F.140	The figures for boxes 1-10 are agreed. For boxes 11a and 11b, Members asked that the Internal Auditor is contacted to ask for assistance that the Council is completing correctly.	Town Clerk
F.142	Councillor Morgan would become a signatory to the Unity Bank Account.	Town Clerk
F.143	Trevor Brown CPFA is appointed as the Internal Auditor for 2025/2026.	Town Clerk
F.144	The Asset Valuation Policy, which will form an addendum to the Model Financial Regulation is agreed.	

Payments for approval - General Account

Method:	Payee:	Nett £	VAT £	Gross £	Statutory Provisions:	For:
BACS	Swim Safety Ltd	210.00	42.00	252.00	LGA 1972	Water Quality Test - Blue-Green Algae for the Boating lake
BACS	Brightlingsea Free Music Festival	1,193.00	0.00	1,193.00	S137 LGA1972	Standing Annual Grant 2025/2026
BACS	Brightlingsea Lido	3,864.64	0.00	3,864.64	LGA 1972	RTS Allowance Refund 2024
BACS	Capel Plant Holdings Ltd	110.00	22.00	132.00	Allot. Act 1908	Toilet on Allotments 01/04/25-01/05/25
BACS	Chronicle Publishing Services	249.00	0.00	249.00	LGA 1972	Advert in April/May edition of the Brightlingsea & Wivenhoe Chronicle
BACS	Essex Association of Local Councils	400.00	80.00	480.00	LGA 1972	Routing Playground Inspection Course for Grounds Manager
BACS	Ernest Doe & Sons Ltd	52.49	10.50	62.99	LGA 1972	Maintenance Works
BACS	Haward Horological Ltd	450.00	90.00	540.00	LGA 1972	Works to clocks at St James' Church and the Hard
BACS	James Todd & Co Limited	60.80	12.16	72.96	LGA 1972	April 2025 Payroll Fee
BACS	Playquip UK Ltd t/a Playquip Leisure	3,315.00	663.00	3,978.00	LGA 1972	Works to Pawsons Playground (£3,327.00 to be reclaimed from TDC)
BACS	Premier Sports Turf Contractors	755.00	0.00	755.00	LGA 1972	Grass Seed for the Bayard Recreation Ground
		370.00	74.00	444.00	LGA 1972	Pre Seeder for the Bayard Recreation Ground
BACS	Sibbons (Airesford) Ltd	39.81	7.97	47.78	LGA 1972	Maintenance Works
		40.54	8.11	48.65	LGA 1972	Maintenance Works
		30.98	6.19	37.17	LGA 1972	Maintenance Works
		30.00	1.50	31.50	LGA 1972	Gas propane for Beacon Lighting
BACS	The Business Supplies Group (Office IS)	49.14	9.83	58.97	LGA 1972	Stationery
BACS	TBS Hygiene Ltd	375.00	75.00	450.00	LGA 1972	Dog Waste Collection 26.04.25-30.05.25
BACS	The Parocial Church Council of the Ecclesiastical Parish of Brightlingsea	1,193.00	0.00	1,193.00	S137 LGA1972	Standing Annual Grant 2024/2025
BACS	Top Glass Window Cleaning	12.00	0.00	12.00	LGA 1972	Bus Shelter Cleaning 16.4.25
BACS		12.00	0.00	12.00	LGA 1972	Bus Shelter Cleaning 1.5.25
BACS		14.00	0.00	14.00	LGA 1972	Parish Hall Window Cleaning
BACS	Tower Security (Tending) Ltd	658.24	131.65	789.89	LGA 1972	Nighting locking of Bayard Recreation Ground and Western Prom
BACS	Trevor Brown CPFA	262.00	0.00	262.00	LGA 1972	Additional support to Brightlingsea Town Council on 7.4.25
707538	Brightlingsea YMCA	270.00	0.00	270.00	LGA 1972	Mayors Fundraising at VE80 Tea Dance
707539	Brightlingsea Stroke Support Service	270.00	0.00	270.00	LGA 1972	Mayors Fundraising at VE80 Tea Dance
	TOTAL	14,286.64	1,233.91	15,520.55		

Signed:  Date: 13.5.25

Signed:  Date: 13.5.25

Signed:  Date: 13.5.25

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Planning Committee Meeting held at
The Parish Hall, Victoria Place, Brightlingsea on
Tuesday 22nd April 2025 at 10.00 a.m.

Present:

Councillors:

C Paveley (Chairman)

J Howard (Vice Chairman)

J Chapman, and R Morgan

Also in attendance:

Tracey Pulford – Town Clerk

104. APOLOGIES FOR ABSENCE: None received.

105. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 8TH APRIL 2025

The Minutes of the meeting held on 8th April 2025 were **approved** as a true record.

106. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

The Chairman reminded members to declare interests where necessary.

107. TO MAKE RECOMMENDATIONS IN RESPECT OF PLANNING APPLICATIONS
SUBMITTED TO TENDRING DISTRICT COUNCIL UP TO AND INCLUDING 22ND
APRIL 2024:

The following applications had been received by Tendring District Council:

Application No:	25/00408/FULHH
Proposal:	Householder Planning Application – Single storey rear extension
Location:	Pippins, 2A Chestnut Way, Brightlingsea

☐ Object ☒ Support ☐ Neutral

Reason for comment:

- ☐ Makes observations on the application
☐ No comment on the application
☐ No objection to the application
☐ Objects to application
☒ Supports application

Application No:	25/00516/FULHH
Proposal:	Householder Planning Application – Single storey rear and side extension (following removal of existing garage)
Location:	3 Elizabeth Way, Brightlingsea

☐ Object ☒ Support ☐ Neutral

Reason for comment:

- ☐ Makes observations on the application
☐ No comment on the application
☐ No objection to the application
☐ Objects to application
☒ Supports application

Before the meeting closed, members discussed the following:-

- Councillor Paveley to contact Tendring District Council Planning Department regarding how close to the boundary a building should be and also access to the rear garden.
- A copy of the latest Enforcement action list was circulated to all members.
- Councillor Chapman informed members that the planning application for retrospective planning for the installation of a travel pod to be used as a travel agency as a commercial outlet for the East of England Co-Op has been approved.

108. CLOSE OF MEETING:

There being no further business to discuss, the Meeting closed at 10.15 a.m.

Received by Council on: 15.05.25

Approved by Committee on:

Signed by Chair:

Signed by Chair:

Agenda Item 18 – Planning Decisions for Brightlingsea Town Council

<u>25/00268/FUL</u> Approval - Full 17.04.2025 Delegated Decision	East of England Co-Op Brightlingsea Town Council supported this application.	Planning Application - Retrospective planning application (Section 73A) for the installation of a travel pod to be used as a travel agency as a commercial outlet for the East of England Co-Op.	Fiveways Supermarket Samsons Road Brightlingsea Essex CO7 0RN
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01 APPROVED PLANS & DOCUMENTS

CONDITION: The development hereby permitted shall be carried out in accordance with the drawings/documents listed below and/or such other drawings/documents as may be approved by the Local Planning Authority in writing pursuant to other conditions of this permission or such drawings/documents as may subsequently be approved in writing by the Local Planning Authority as a non-material amendment following an application in that regard (except for Listed Building Consents). Such development hereby permitted shall be carried out in accordance with any Phasing Plan approved, or as necessary in accordance with any successive Phasing Plan as may subsequently be approved in writing by the Local Planning Authority prior to the commencement of development pursuant to this condition.

Floor Plans and Elevations - Scanned 19 Feb 2025
Site Layout Plan - Scanned 19 Feb 2025
Site Plan - Scanned 19 Feb 2025
Solar Panel Roof Layout - Scanned 19 Feb 2025

REASON: For the avoidance of doubt and in the interests of proper phased planning of the development.

NOTE/S FOR CONDITION:

The primary role of this condition is to confirm the approved plans and documents that form the planning decision. Any document or plan not listed in this condition is not approved, unless otherwise separately referenced in other conditions that also form this decision. The second role of this condition is to allow the potential process of Non Material Amendment if found necessary and such future applications shall be considered on their merits. Lastly, this condition also allows for a phasing plan to be submitted for consideration as a discharge of condition application should phasing be needed by the developer/s if not otherwise already approved as part of this permission. A phasing plan submission via this condition is optional and not a requirement.

Please note in the latest revision of the National Planning Policy Framework (NPPF) it provides that Local Planning Authorities should seek to ensure that the quality of approved development is not materially diminished between permission and completion, as a result of changes being made to the permitted scheme (for example through changes to approved details such as the materials used). Accordingly, any future amendment of any kind will be considered in line with this paragraph, alongside the Development Plan and all other material considerations.

Any indication found on the approved plans and documents to describe the plans as approximate and/or not to be scaled and/or measurements to be checked on site or similar, will not be considered applicable and the scale and measurements shown shall be the approved details and used as necessary for compliance purposes and/or enforcement action.

02 **CONDITION:** *The hereby permitted development/use shall only operate between the hours of 09:00 to 17:00 Monday to Saturday and 10:00 to 16:00 Sundays and Bank Holidays. There shall be no deliveries to the development/use arranged for outside of these approved hours.*

REASON: *To enable the Local Planning Authority to retain control over the development in the interests of residential amenity within close proximity.*

NOTE/S FOR CONDITION:

1) This condition shall engage and restricts the operation of the development from the first commencement of the use. This condition is imposed to ensure the development avoid unreasonable impact on the residential amenity of neighbouring dwellings, especially given the location of the development with considerations to the prevailing character and amenity currently enjoyed in this location. Without the imposing of this condition, the development would be refused due to the risk of harm and this condition is considered necessary, enforceable and reasonable in all other respects. This condition as detailed will apply to the development at all times unless varied or removed legally.

2) If the development operates outside of the hours stated this may result in unlawful development/use at risk of Enforcement Action. You are encouraged to discuss any concerns with this condition with the Local Planning Authority.

<u>25/00259/ADV</u>	Mr Ed Cratchley	Application for	Fiveways Supermarket
Approval -	- Sainsbury's	Advertisement Consent	Samsons Road
Advertisement	Supermarkets	- Installation of signage	Brightlingsea
Consent	Limited	associated with the	Colchester
24.04.2025		conversion of the store	Essex
Delegated	Brightlingsea	to Sainsburys	CO7 0RN
Decision	Town Council		
	supported this		
	application.		

01 **ADVERTISEMENT CONSENT**

CONDITION - All advertisement consents are subject to five standard conditions specified in Schedule 2 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 which are as follows: -

1. No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission.
2. No advertisement shall be sited or displayed so as to;
 - (a) endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military);

- (b) obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or
- (c) hinder the operation of any device used for the purpose of security or surveillance or for measuring the speed of any vehicle.

- 3. Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site.
- 4. Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.
- 5. Where an advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity.

Additionally, all advertisement consents are for a fixed term of 5 years unless this period is varied on the formal decision notice.

02 APPROVED PLANS & DOCUMENTS

CONDITION: The development hereby permitted shall be carried out in accordance with the drawings/documents listed below and/or such other drawings/documents as may be approved by the Local Planning Authority in writing pursuant to other conditions of this permission or such drawings/documents as may subsequently be approved in writing by the Local Planning Authority as a non-material amendment following an application in that regard.

Drawing No. A-9900 Revision 2 - Proposed Signage Site Location Plan
Drawing No. A-9901 Revision 3 - Proposed Signage Main Building Sainsburys Signs
Drawing No. A-9902 Revision 2 - Proposed Signage Car Park Signs
Drawing No. A-9903 Revision 5 - Proposed Signage Welcome Walls
Drawing No. A-9904 Revision 4 - Proposed Signage Store Totem 3150m High
Drawing No. 9905 Revision 3 - Proposed Signage Parent and Child Parking 3m High
Drawing No. A-9906 Revision 3 - Proposed Signage Blue Badge Sign 3m High
Drawing No. A-9908 Revision 3 - Proposed Signage Site Block Plan

REASON: For the avoidance of doubt.

NOTE/S FOR CONDITION:

The primary role of this condition is to confirm the approved plans and documents that form the planning decision. Any document or plan not listed in this condition is not approved, unless otherwise separately referenced in other conditions that also form this decision. The second role of this condition is to allow the potential process of Non Material Amendment if found necessary and such future applications shall be considered on their merits.

Any indication found on the approved plans and documents to describe the plans as approximate and/or not to be scaled and/or measurements to be checked on site or similar, will not be considered applicable and the scale and measurements shown shall be the approved details and used as necessary for compliance purposes and/or enforcement action.

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
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<u>25/00507/WTP</u> <u>O</u> Approval - Full 25.04.2025 Delegated Decision	Mr Paul Ponder Brightlingsea Town Council supported this application.	Works related to Tree Preservation Order (06/00003/TPO) 1 No. (T7) Maple Tree - Partial reduction and removal of overhanging branches.	The Old Rectory Richard Avenue Brightlingsea Colchester Essex CO7 0LP
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01 COMPLIANCE REQUIRED: COMPLETION TIME LIMIT

CONDITION: The work authorised by this Decision Notice must be completed within two years of the date of this Notice. If the work is not completed within this period, for whatever reason, the authority to proceed expires.

REASON: To ensure that the permitted works are arboriculturally appropriate.

NOTE/S FOR CONDITION:

1) Please note that any approval given to by the Council does not give an exemption from the requirements to comply with the Wildlife and Countryside Act 1981 (as amended), the Countryside and Rights of Way Act 2000, the Conservation (Natural Habitats etc.) Regulations 1994 or any Acts offering protection to wildlife. All birds (except those listed in schedule 2 of the Wildlife and Countryside Act 1981), their nests and eggs are protected by law. It is an offence to intentionally or recklessly kill, injure or take any wild bird, or damage, destroy or intentionally disturb the nest of any wild bird whilst it is in use or being built. For this reason tree work should not be undertaken during the nesting season (broadly March to August) unless a survey for nesting birds confirms their absence. Should you require any further information on nesting birds, please contact Natural England on 03000 603900.

2) You are advised that trees have the potential to support roosting bats. Bats and their roosts are legally protected. It is an offence to disturb or harm a bat, or damage, destroy or obstruct any place used by bats for shelter, whether they are present or not. Trees should be inspected before any works commence and if the presence of bats is suspected works must cease and advice sought from The Bat Conservation Trust on 0845 1300228.

3) This decision is valid for two years from the date of this decision or until the work is completed, whichever is the sooner. You are advised that the appropriate standards for tree work are set out in British Standard 3998:2010. Failure to ensure the proposed works are carried out to these standards may result in damage to the tree(s) and may result in legal action by the Council.

4) The council not objecting to/approving the proposal does not give the legal right for a person to enter another person's land to prune or fell their tree(s). Permission should be sought from the tree owner before works to a tree(s) are carried out.

Application No.
Decision
Date of Decision
Conditions/Reasons

Applicant's Name

Proposal

Location

25/00365/FUL HH Approval - Full 29.04.2025 Delegated Decision	Mr and Mrs Hambrook-Moor e Brightlingsea Town Council supported this application.	Householder Planning Application - Retrospective application for extension to raised patio area incorporating low level walls and retention of existing fencing.	51 Colne Road Brightlingsea Colchester Essex CO7 0DU
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01 COMPLIANCE REQUIRED: COMMENCEMENT TIME LIMIT

CONDITION: The development hereby permitted shall be begun not later the expiration of three years from the date of this permission.

REASON: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

NOTE/S FOR CONDITION:

The development needs to commence within the timeframe provided. Failure to comply with this condition will result in the permission becoming lapsed and unable to be carried out. If commencement takes place after the time lapses this may result in unlawful works at risk Enforcement Action proceedings. You should only commence works when all other conditions requiring agreement prior to commencement have been complied with.

02 APPROVED PLANS & DOCUMENTS

CONDITION: The development hereby permitted shall be carried out in accordance with the drawings/documents listed below and/or such other drawings/documents as may be approved by the Local Planning Authority in writing pursuant to other conditions of this permission or such drawings/documents as may subsequently be approved in writing by the Local Planning Authority as a non-material amendment following an application in that regard (except for Listed Building Consents). Such development hereby permitted shall be carried out in accordance with any Phasing Plan approved, or as necessary in accordance with any successive Phasing Plan as may subsequently be approved in writing by the Local Planning Authority prior to the commencement of development pursuant to this condition.

Drawing No. P01

Drawing No. P02

REASON: For the avoidance of doubt and in the interests of proper phased planning of the development.

NOTE/S FOR CONDITION:

The primary role of this condition is to confirm the approved plans and documents that form the planning decision. Any document or plan not listed in this condition is not approved, unless otherwise separately referenced in other conditions that also form this decision.

The second role of this condition is to allow the potential process of Non Material Amendment if found necessary and such future applications shall be considered on their merits. Lastly, this condition also allows for a phasing plan to be submitted for consideration as a discharge of condition application should phasing be needed by the developer/s if not otherwise already approved as part of this permission. A phasing plan submission via this condition is optional and not a requirement.

Please note in the latest revision of the National Planning Policy Framework (NPPF) it provides that Local Planning Authorities should seek to ensure that the quality of approved development is not materially diminished between permission and completion, as a result of changes being made to the permitted scheme (for example through changes to approved details such as the materials used). Accordingly, any future amendment of any kind will be considered in line with this paragraph, alongside the Development Plan and all other material considerations.

Any indication found on the approved plans and documents to describe the plans as approximate and/or not to be scaled and/or measurements to be checked on site or similar, will not be considered applicable and the scale and measurements shown shall be the approved details and used as necessary for compliance purposes and/or enforcement action.

<u>25/00444/FUL</u> <u>HH</u> Approval - Full 08.05.2025 Delegated Decision	Mr Jeremy Smith - MPC Services Brightlingsea Town Council supported this application.	Householder Planning Application - Replacement roof tiles (cement slates to concrete interlocking tiles in charcoal grey)	71 Tower Street Brightlingsea Essex CO7 0AN
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01 COMPLIANCE REQUIRED: COMMENCEMENT TIME LIMIT

CONDITION: The development hereby permitted shall be begun not later the expiration of three years from the date of this permission.

REASON: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

NOTE/S FOR CONDITION:

The development needs to commence within the timeframe provided. Failure to comply with this condition will result in the permission becoming lapsed and unable to be carried out. If commencement takes place after the time lapses this may result in unlawful works at risk Enforcement Action proceedings. You should only commence works when all other conditions requiring agreement prior to commencement have been complied with.

02 APPROVED PLANS & DOCUMENTS

CONDITION: The development hereby permitted shall be carried out in accordance with the

drawings/documents listed below and/or such other drawings/documents as may be approved by the Local Planning Authority in writing pursuant to other conditions of this permission or such drawings/documents as may subsequently be approved in writing by the Local Planning Authority as a non-material amendment following an application in that regard (except for Listed Building Consents). Such development hereby permitted shall be carried out in accordance with any Phasing Plan approved, or as necessary in accordance with any successive Phasing Plan as may subsequently be approved in writing by the Local Planning Authority prior to the commencement of development pursuant to this condition.

SITE PLAN - REC'D 14/03/25

PROPOSED BLOCK PLAN AND ELEVATIONS - REC. 20/03/2025

HERITAGE STATEMENT 1/2/3 - REC'D 14/03/25

REASON: For the avoidance of doubt and in the interests of proper phased planning of the development.

NOTE/S FOR CONDITION:

The primary role of this condition is to confirm the approved plans and documents that form the planning decision. Any document or plan not listed in this condition is not approved, unless otherwise separately referenced in other conditions that also form this decision. The second role of this condition is to allow the potential process of Non Material Amendment if found necessary and such future applications shall be considered on their merits. Lastly, this condition also allows for a phasing plan to be submitted for consideration as a discharge of condition application should phasing be needed by the developer/s if not otherwise already approved as part of this permission. A phasing plan submission via this condition is optional and not a requirement.

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Any indication found on the approved plans and documents to describe the plans as approximate and/or not to be scaled and/or measurements to be checked on site or similar, will not be considered applicable and the scale and measurements shown shall be the approved details and used as necessary for compliance purposes and/or enforcement action.

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
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<u>25/00474/COU</u> NOT HHPN - Prior Approval Not Required 08.05.2025 Delegated Decision	East of England Co-Operative This application was for 'information' only	Prior Approval Application under Part 3, Class MA of the Town and Country Planning (General Permitted development) (England) Order 2015 (as amended) for change of use from Class E (commercial, business and service) to Class C3 (dwellinghouses) to form one dwelling.	16 High Street Brightlingsea Colchester Essex CO7 0AE
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01 COMPLIANCE REQUIRED: COMMENCEMENT TIME LIMIT

CONDITION: Development under Class MA is permitted subject to the condition that must be completed within a period of 3 years starting with the prior approval date.

REASON: In order to comply Schedule 2, Part 3, Class MA of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

02 COMPLIANCE REQUIRED: C3 USE

CONDITION: Any building permitted to be used as a dwellinghouse by virtue of Class MA is to remain in use as a dwellinghouse within the meaning of Class C3 of Schedule 1 to the Use Classes Order (as amended) and for no other purpose, except to the extent that the other purpose is ancillary to the use as a dwellinghouse.

REASON: To comply with the requirements of the relevant legislation.

03 APPROVED PLANS & DOCUMENTS

CONDITION: The development hereby permitted shall be carried out in accordance with the drawings/documents listed below and/or such other drawings/documents as may be approved by the Local Planning Authority in writing pursuant to other conditions of this permission or such drawings/documents as may subsequently be approved in writing by the Local Planning Authority as a non-material amendment following an application in that regard (except for Listed Building Consents). Such development hereby permitted shall be carried out in accordance with any Phasing Plan approved, or as necessary in accordance with any successive Phasing Plan as may subsequently be approved in writing by the Local Planning Authority prior to the commencement of development pursuant to this condition.

The approved red line plan drawing is no. 20_B received 20 March 2025
no. 26

no. 27

REASON: For the avoidance of doubt and in the interests of proper phased planning of the development.

NOTE/S FOR CONDITION:

The primary role of this condition is to confirm the approved plans and documents that form the planning decision. Any document or plan not listed in this condition is not approved, unless otherwise separately referenced in other conditions that also form this decision. The second role of this condition is to allow the potential process of Non Material Amendment if found necessary and such future applications shall be considered on their merits. Lastly, this condition also allows for a phasing plan to be submitted for consideration as a discharge of condition application should phasing be needed by the developer/s if not otherwise already approved as part of this permission. A phasing plan submission via this condition is optional and not a requirement.

Please note in the latest revision of the National Planning Policy Framework (NPPF) it provides that Local Planning Authorities should seek to ensure that the quality of approved development is not materially diminished between permission and completion, as a result of changes being made to the permitted scheme (for example through changes to approved details such as the materials used). Accordingly, any future amendment of any kind will be considered in line with this paragraph, alongside the Development Plan and all other material considerations.

Any indication found on the approved plans and documents to describe the plans as approximate and/or not to be scaled and/or measurements to be checked on site or similar, will not be considered applicable and the scale and measurements shown shall be the approved details and used as necessary for compliance purposes and/or enforcement action.

04 COMPLIANCE REQUIRED: CYCLE STORAGE

CONDITION: Prior to occupation of the development hereby approved the secure cycle storage shown on drawing no. 26 shall be carried out in its entirety before the development is first occupied and shall be retained thereafter and remain free of obstruction and used for no other purpose unless otherwise submitted to and approved, in writing, by the Local Planning Authority.

REASON: To ensure that sufficient space for the storage of cycles is provided and maintained.

05 HIGHWAYS PROVISION OF PARKING

CONDITION: The hereby approved development shall not be first occupied until such time as the area for purposes of parking of vehicles shown on drawing no. 27 has been provided and made functionally available. The area shall then be retained and remain free of obstruction thereafter.

REASON: To ensure that on street parking of vehicles in the adjoining streets does not occur in the interests of highway safety and that appropriate parking and layout is provided To ensure the provision of adequate on-site space for the parking and manoeuvring of

vehicles where on-street parking and manoeuvring would otherwise be detrimental to highway safety.

06 MITIGATION TO BE AGREED FOR PRIOR APPROVALS: RAMS

CONDITION: The hereby approved development shall not be first occupied until detailed proposals addressing the mitigation of the development's impact on protected Essex Habitats Sites have been submitted to and received written approval from the Local Planning Authority. Such proposals must provide and secure mitigation in accordance with the joint Habitats Regulations Assessment Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS) or demonstrate mitigation measures of an equivalent effectiveness to the satisfaction of the Local Planning Authority. For any on site mitigation proposals approved, it shall be carried out in full prior to first occupation, and thereafter shall be maintained as approved.

REASON: In order to safeguard protected wildlife species and their habitats in accordance with the NPPF and Habitats Regulations. Failure to achieve satisfactory mitigation would result in harm by new residents due to the development's impact on protected sites meaning the development must mitigate the burden of development regardless of scale of impact.

NOTE/S FOR CONDITION:

This condition establishes the necessity to ensure the implementation of appropriate mitigation measures due to the impact of the approved development. Such mitigation may be required on-site, off-site, or a combination of both.

Typically, a contribution towards visitor management measures at the protected Habitats Site(s) may be the preferred and simplest approach to fulfil the requirements of this condition. To fulfil this requirement, you can contribute funds towards a range of mitigation projects in the protected areas. It is essential to secure this provision through a unilateral undertaking (UU) between the District Council, Developer/Applicant, and site owners prior to commencement of development. You are strongly advised to finalise the unilateral undertaking (UU) with the District Council before submitting any request to discharge this condition. Failure to conclude the agreement within the discharge of condition application timeframe may lead to the refusal to discharge the condition. Furthermore, please also note a legal agreement will include legal fees and may require obligations to secure monitoring and associated fees.

Under article 3(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 (the GPDO) permitted development rights which will result in a net increase in residential dwellings are subject to regulations 75 to 78 of the Conservation of Habitats and Species Regulations 2017 (the 2017 Regulations). In particular, regulation 75 provides that it is a condition of any planning permission granted by a general development order on or after 30th November 2017, that development which is likely to have a significant effect on a European site or a European offshore marine site and is not directly connected with or necessary to the management of the site, must not be begun until the developer has received written notification of the approval of the Local Planning Authority (LPA) under regulation 77.

Please contact Tendring District Council to make an application under Regulation 77 of the 2017 Regulations and to arrange the required UU prior to commencement of the development.

ESSEX COUNTY COUNCIL

**Town and Country Planning Act 1990 (as amended)
TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)
ORDER 2015**

Town and Country Planning General Regulations 1992

In exercise of its power under Regulation 3 of the Town and Country Planning General Regulations 1992, Essex County Council has considered an application to carry out the following development:

The retention of a double classbase for a temporary period at Brightlingsea Primary School & Nursery, Eastern Road, Brightlingsea, CO7 0HU

and in accordance with the said application and the plan(s) accompanying it, hereby gives notice of its decision to GRANT PERMISSION FOR the said development subject to compliance with the following conditions and reasons:

1. The development hereby permitted shall be carried out in accordance with the details of planning application reference CC/TEN/09/25 dated 27 January 2025 and validated on 4 February 2025 together with:
 - Location Plan – May 2017
 - Block Plan – May 2017
 - Drawing Number 001 – Brightlingsea 2017 – Option 2 – 10.05.2017
 - Design and Access Statement – 01/04/2025

Except as varied by the following condition:

Reason: For the avoidance of doubt as to the nature of the development hereby permitted, to ensure development is carried out in accordance with the approved application details, to ensure that the development is carried out with the minimum harm to the local environment and in accordance with Policy SPL3 (Sustainable Design) and Policy PP12 (Improving Education and Skills) of the Tendring District Local Plan 2013-2033 and Beyond Section 2 adopted January 2022.

2. The use of the classbase building hereby permitted shall cease on 31 August 2031 and within 3 months of that date the unit shall be removed from site and the land restored to its former condition within a further 28 days.

Reason: To ensure the temporary nature of the permitted building and to comply with Policy SPL3 (Sustainable Design) of the Tendring District Local Plan 2013-2033 and Beyond Section 2 adopted January 2022.

Informatives

Biodiversity Net Gain – BNG

The effect of paragraph 13 of Schedule 7a to the Town and Country Planning Act 1990 is that planning permission granted for the development of land in England is deemed to have been granted subject to the condition “(the biodiversity gain condition)” that development may not commence unless:

- A. A Biodiversity Gain Plan has been submitted to the planning authority; and
- B. The planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan, if one is required in respect of this permission would be Essex County Council.

There are statutory exemptions and transitional arrangements which means that the biodiversity gain condition does not always apply. These are listed in paragraph 17 of Schedule 7a of the Town and Country Planning Act 1990 and the Biodiversity Gain Requirements (Exemptions) Regulations 2024.

Based on the information available this permission is considered to be one which will not require the approval of a biodiversity gain plan before development is begun because one or more of the statutory exemptions or transitional arrangements is/are considered to apply.

Statutory exemptions and transitional arrangements considered to apply:

A development that does not impact a priority habitat and impacts less than:

- 25 square metres (5m x 5m) of on-site habitat.
- 5 metres of on-site linear habitats such as hedgerows.

Reason for Approval

Subject to the imposition of the attached conditions, the proposal is acceptable having been assessed in the light of all material considerations, including weighting against the following policies of the development plan:

Tendring District Local Plan 2013-2033 and Beyond Section 2 adopted January 2022

Policy SPL3 – Sustainable Design

Policy PP12 – Improving Education and Skills

Statement of Reasons

Given the NPPF's emphasis on ensuring a sufficient choice of school places is available to meet the needs of existing and future communities it is considered appropriate to grant planning permission for the retention of the classbase for a temporary period of seven years until 31 August 2031.

Although the external appearance of the classbase is not considered suitable for permanent accommodation its siting, height, scale, massing, form, design and materials is considered to be appropriate for its proposed temporary use on the school site.

It is not considered that the proposal would have a significant detrimental impact on the landscape, visual or residential amenity of the nearest residential properties and would be in accordance with Policy SPL3 (Sustainable Design) and Policy PP12 (Improving Education and Skills) of the Tendring District Local Plan 2013-2033 and Beyond Section 2 adopted January 2022.

There are no other policies or other material considerations which are overriding or warrant the withholding of permissions.

THE CONSERVATION OF HABITATS AND SPECIES REGULATIONS 2017 (AS AMENDED)

The proposed development would not be located adjacent to a European site.

Therefore, it is considered that an Appropriate Assessment under Regulation 63 of The Conservation of Habitats and Species Regulations 2017 (as amended) is not required.

STATEMENT OF HOW THE LOCAL AUTHORITY HAS WORKED WITH THE APPLICANT IN A POSITIVE AND PROACTIVE MANNER

In determining this planning application, the County Planning Authority has worked with the applicant in a positive and proactive manner based on seeking solutions to problems arising in relation to dealing with the planning application by liaising with consultees, respondents and the applicant/agent and discussing changes to the proposal where considered appropriate or necessary. This approach has been taken positively and proactively in accordance with the requirement in the NPPF, as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Dated: 25 April 2025

COUNTY HALL
CHELMSFORD

Signed



Graham Thomas - Head of Planning Service

IMPORTANT - ATTENTION IS DRAWN TO THE NOTES ON THE NEXT PAGE

NOTES

TOWN AND COUNTRY PLANNING ACT 1990

NOTIFICATION TO BE SENT TO AN APPLICANT WHEN A LOCAL PLANNING AUTHORITY REFUSE PLANNING PERMISSION OR GRANT IT SUBJECT TO CONDITIONS

Appeals to the Secretary of State

- If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990 (as amended).
- If you want to appeal against your local planning authority's decision then you must do so within 6 months of the date of this notice.
- If this is a decision that relates to the same or substantially the same land and development as is already the subject of an enforcement notice, if you want to appeal against your local planning authority's decision on your application, then you must do so within 28 days of the date of this notice.
- Alternatively, if an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against your local planning authority's decision on your application, then you must do so within 28 days of the date of service of the enforcement notice, or within 6 months of the date of this notice, whichever period expires earlier.
- Appeals can be made online at: <https://www.gov.uk/appeal-planning-decision> .If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on tel: 0303 444 5000
- The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.
- The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.
- If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. Further details are on GOV.UK.

Town Clerk's Report – Agenda Item 20
Council Meeting 15th May 2025

Issues requiring action:

- 1) The Brightlingsea Free Music Festival requests permission to hold the 2025 Music Festival on Hurst Green on Saturday 2nd and Sunday 3rd August 2025. Set up will take place on Friday 1st August and take down will take place on Monday 4th August 2025. Also, would the Council like a stall space at the festival, as in previous years?
- 2) Fresh Air Festival would like to use the Western Promenade for its 2025 event, on Sunday 7th August 2025.

Issues reported since the last meeting:

MUD ON CHURCH ROAD

No reports this period.

ECC Highways potholes/road issues (reported using What 3 Words – with photos attached to report)

Waterside – depression in road where a possible drain used to be, opposite Kovalam, using What 3 Words, attached pics – 2973371 – 24.04.25 – called ECC 28.04.25 more information given re location in order to assess.

Chapel Road – next to United Church, overgrown vegetation on Footpath 23 – 2973580 – 24.04.25

Church Road – overhanging tree outside Kyle More – reported for residents – 2973686 – 25.04.25 – re-reported to ECC with further information re location – ref 2974204 – 29.04.25.

White “disabled space” lining to be re-instated outside 21 Well Street – resident enquiry ongoing – ECC have emailed signing team and will copy me in on response -2972139 – 29.04.25.

Street Light 11 – Tower Street, front cover off, rang though as an emergency – 08.05.25.

Station Road, corner of road heading towards Co-op, tarmac broken up and uneven pavement – resident has had a fall, breaking her arm and cuts and bruises all over her face – 08.05.25 – reported with W3W and pics – 2975430.

Station Road, reported using w3w – where the dip in the road is to cross over the pavement is badly broken up and area uneven – 2975432 – 08.05.25.

Marenes Crescent, footpath overgrown – 2976361- 14.05.25.

Marenes Crescebt, footpath overgrown – 2976362 – 14.05.25.

Tendring District Council:

Fly Tipping of a shed in Robinson Road – 25.04.25

Reported dog bin at top of Maltings Road/Church Road – 28.04.25

Reported dog bin opposite Sainsburys – top of alleyway – full to overflowing - 30.04.25

Reported dead badger on Church Road, near to all Saints Church as an obstruction in the road – 01.05.25

Affinity Water/ECC/Drains:

Water leak opposite Stronvar – reported 30.04.25

To note 2 leaks were fixed – one in Station Road and one in Eastern Road – both been ongoing for several weeks. (not reported by this office)

One Emergency leak outside Kings Head. (not reported by this office)

Brightlingsea Town Council Meeting Dates 2025-2026

2025		2026	
Planning	20th May	Planning	6th January
Planning	3rd June	Finance	13th January
Planning @ 9.30am	17th June	Council	15th January
Finance	17th June	Planning	20th January
Council	19th June	Planning	3rd February
Planning	1st July	Planning @ 9.30am	17th February
Planning @ 9.30am	15th July	Finance	17th February
Finance	15th July	Council	19th February
Council	17th July	Planning	3rd March
Planning	29th July	Planning @ 9.30 am	17th March
Planning	12th August	Finance	17th March
Finance	19th August	Council	19th March
Council	21st August	Planning	31st March
Planning	26th August	Planning @ 9.30am	14th April
Planning	9th September	Finance	14th April
Finance	16th September	Council	16th April
Council	18th September	Planning	28th April
Planning	23rd September	Planning	12th May
Planning	7th October	Finance	19th May
Finance	14th October	Annual Council	21st May
Council	16th October		
Planning	21st October		
Planning	4th November		
Planning @ 9.30am	18th November		
Finance	18th November		
Council	20th November		
Planning	2nd December		
Finance	9th December		
Council	11th December		
Planning	16th December		

Full Council - Third Thursday of the month at 7pm

Planning - Every two weeks at 10.00am, unless stated

Finance & Property - Tuesday , same week as Full Council at 10am