

BRIGHTLINGSEA TOWN COUNCIL

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

Present:

Councillors

C Paveley (Mayor)

R Morgan (Deputy Mayor)

**D Atkinson, M Barry, J Carr, J Chapman,
M Court, K Mitchell, and K Pentney**

In attendance:

Tracey Pulford – Town Clerk

County Councillor Alan Goggin

9 Members of the public

37. APOLOGIES FOR ABSENCE:

Apologies received from Councillors Howard and Steady.

38. TO RECEIVE THE MINUTES OF THE MEETING HELD ON THE 19TH JUNE 2025 AND TO CONFIRM AS A CORRECT RECORD:

Councillor Chapman proposed that the Minutes of the meeting held on the 19th June 2025 were accepted as a true record. Seconded by Councillor Barry. **Agreed.**

39. MAYORS ANNOUNCEMENTS:

A copy of the Mayor's Announcements are annexed to the Minutes (see attached Appendix 1).

The Mayor congratulated the Students at the Colne Community School for their achievement awards. He was also impressed with parent attendance, 2-1 for every child.

40. DECLARATION OF MEMBERS' INTERESTS:

The Mayor reminded Members to declare interests when necessary.

41. UPDATE FROM COUNTY COUNCILLOR GOGGIN:

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

- Attended the Full Council meeting at Chelmsford. The largest discussion point was around the A12 widening improvements. This is 5 years in the discussion stage, with everyone taking part but the decision has now been made and this project has now been cancelled.
- Had discussions on the St Osyth Priory pot holes. Following reports of an accident, these have now been escalated as an emergency. Someone came out within two hours, and they are now trying to identify some time for the works to take place. Part of the problem is traffic control during this time of year.
- Marennes Crescent – The emergency system worked well when the issue was identified as subsidence. The water company have carried out a complete rebuild underneath the surface.

- The Speed and Volume Survey has now been circulated to the Environment and Transport Team. The volume of traffic was amazing. Over the 7-day period, volume was 28,000 journeys. If you divide that by 7, and multiply by 365, this equates to 1.46 million journeys up and down Ladysmith Avenue in a year.
- Have chased up the work that is due to be completed on the Cycle Path.
- The Local Highways Panel held its first meeting for some time, and the Hedgehog signs were agreed. Three sites have been agreed, and they have picked up 'zones'. This means that signs will be placed at each end of the zone, totalling 6 signs.

Councillors asked the following questions:-

- Councillor Mitchell asked for clarification on the zones for the signs. County Councillor Goggin replied that a zone will consist of an area, with signs placed at both ends of that zone. The one coming into Church Road will be about 100 metres, Ladysmith Avenue to the Dentist Surgery and Bellfield Avenue at the junction with Chapel Road. We need 6 posts, however, two of the posts have to be replaced as they are rotten.
- Councillor Chapman asked if there was any update on the 'no entry' sign by the War Memorial in Victoria Place. County Councillor Goggin replied that he had no update. Councillor Chapman added that in the last 48 hours three cars have turned and gone down the wrong way. Also, outside Lucas Estate Agents, the part of the path that juts out into the road, has been driven over numerous times, as the bollards are missing. She said that she would ask the Administrative Assistant to re-report these again.
- Councillor Barry asked what works are to be completed on the Cycle Path. County Councillor Goggin replied that some shared use of cycle path markings are to be reinstated.

Members of the public asked the following questions:-

- Marennes Crescent – On your Facebook post you said that 'I have advised the excellent Town Council Administrator; it is a shame nobody has reported it there'. Why is there an extra level of bureaucracy? If it is a road issue it is Essex County Council, why do we need to involve Brightlingsea? County Councillor Goggin replied that many people stop you in the street and ask if you are aware of this and that. For maintenance and repairs there is a very good reporting site. Much discussion took place.
- Devolution – As you know Essex County Council put forward to be divided into three. You are having a selected survey for the whole of Essex, 14,000 people. Can you find out how much it is going to cost and how many people in your area are going to be selected? County Councillor Goggin replied yes, he will look into this. Also, any decision that is made is not made by us.
- St Osyth Priory pot holes – I am really concerned that no action has occurred on these pot holes. Would it be worth you putting in a Freedom of Information request to find out how much money has been paid out towards repairs? It is death waiting to happen. County Councillor Goggin replied that it is being taken seriously by him. He said that he does not get to choose what is repaired. Freedom of Information reports cost a lot of money and do not guarantee action. The means to the end is to get someone out there to look at the site – this will bring action. Much discussion took place.

42. UPDATE FROM DISTRICT COUNCILLORS:

A copy of the Tendring District Councillor report had been circulated to all members. An update was given, as follows:-

Councillor Barry – Nothing further to add.

Councillor Chapman – Been working on a planning enforcement issue, and this will come up later in the meeting.

Councillor Pentney asked about the meeting on EV Charging Points, and how are you getting on with it? Councillor Barry replied that the County Council are looking to install EV Chargers in District Council car parks. They are looking at Victoria Place, Western Prom and Tower Street. This is a Government Scheme that covers all the Districts in Essex. The charge levels that are available are from 7 to 22kw, you have to sign up to a 15-year contract, there is no revenue involved with the District Council. They have to give the installers a 15-year lease on the car park spaces, however approval in principle had to be in by the 12th July and it was felt that we did not have sufficient information about implications of LGR and those contracts, and there were too many grey areas. He has therefore asked the Officers to do a more thorough report and should get proposals at the end of the month.

County Councillor Goggin left the meeting to attend the monthly Council Meeting at St Osyth Parish Council.

43. 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 Mitchell briefed members on the meeting held on the 8th July 2024. The Facilities & Community Assets Team report was then accepted, and the following recommendations were **agreed**:-

Recommendation:

- Waterfront Development Strategy – This is made an agenda item for the next meeting.
- Japanese Knotweed – Accept the quotation from Inspectas Land Remediation and obtain approval for the expenditure from the Finance Committee.
- Batemans Tower Café - Chase the Project Manager for the update of works.
- Police - As the Chief Inspector is visiting the Town Council on the 24th July, if anyone has any issues/concerns, let the Clerk know, so a list can be compiled.
- Lower Park Playing Fields – The quotation for £950.00, for the next stage of work, will be taken to the Finance Committee for approval.
- Western Promenade - The next stage of work for the Western Promenade would be put on hold and the working party would look into it further.
- Western Promenade/Lower Park/Community Centre - a sub-committee would be formed, consisting of Councillors Howard, Atkinson, Barry, Steady and Mitchell, to look at the whole area including design, development, Unitary Council, toilets, car park, sewage, lighting – to evaluate all risks etc.
- Living Remembrance - Councillor Steady will come back to a future meeting with costings.
- Basketball Court – Councillor Steady would come back to a future meeting with total costs for the project.
- Lozenge - An application for £10,000 from S106 monies would be submitted for improvements to the Lozenge. Quotations to be obtained.
- BTC Town Survey Results and Data - A press release would be put together by the Communications Team at its next meeting.
- Community Centre - The lease would be looked at, for permitted user clauses.
- Boating Lake - A letter would be sent to the Model Boat Club and the Scouts advising that they cannot use the lake until they have been notified by the Council that it is safe to do so. Grounds Manager is also to contact the Environment Agency for advice.

Environment & Transport Team – Councillor Court briefed members on the meeting held on the 10th July 2025. The Environment & Transport Assets Team report was accepted, and the following recommendations were **agreed**:-

- PROW (Public Rights of Way)/Volunteering - The Clerk would liaise with Shirley or Nicky at Essex County Council to arrange a meeting with Councillor Court to help with the completion.
- 20's Plenty Placards – Councillor Steady to get a timeline from Town & Country for the display of the boards.
- Telraam/Speed and Volume Survey Results - Ask County Councillor Goggin if the survey is a public document and is okay to circulate a copy.
- Parking at Strangers Corner - Councillor Howard to ask Councillor Barry if she can join the meeting with the NEPP to discuss parking issues at Strangers Corner.
- No Entrance Signs - Councillor Howard would draft a response to County Councillor Goggin, and a meeting would be arranged to view the area in question.
- Overgrown Vegetation Letter - This letter would be sent to households with overgrown vegetation encroaching on the pavement etc. Grounds Manager to view vegetation in the first instance and instruct letter to be sent. If no response is received or works are not carried out, contact is made to Essex County Council, with a copy to County Councillor Goggin.
- Electric Car Charging at Sainsburys – Councillor Pentney to let the Co-Op have the details of the firm she has been in contact with to discuss the situation further.
- Comms Team would issue a statement along the lines of “if the bin is full, please take your rubbish home”.
- A request for £100.00 for stickers, and £150.00 for a handheld label printer would be taken to the Finance Committee.
- Keep Small Animal Wildlife Signs as an agenda item for future meetings.
- Street Lights, Western Promenade – Councillor Howard to take this item forward.
- Colin the Crab - 20 laminated signs would be put in the shops etc. Councillor Mitchell to liaise with Clear to See to obtain a price for 10 solid signs, the cost of which to go to Finance Committee for approval.
- Hurst Green Bus Stop – The response from the Grounds Manager would be sent to the resident.

A discussion took place on the Teams Terms of Reference and it was **agreed** that all the Terms of Reference need looking at, including the statutory committees, to ensure all contents remain the same, including for voting and substitute members.

Welfare & Residents' Services Team – Councillor Chapman informed members that a lot of welfare issues she cannot report on, however she gave thanks to the Administrative Assistant for all her help and assistance over the past few weeks.

Communications & Tourism Team – Councillor Carr briefed members on the recently held Tendring Hundred Show, and that it was very well attended with over 20,000 visitors. He thanked all those who attended and ‘manned’ the stand, including Councillor Morgan. Councillor Paveley briefed members on a Communications and Tourism Team meeting that was held, where the main discussion was reviewing the press releases, and the new Newsletter.

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

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

- Town Clerk to contact AdvantEdge about why some items on the credit control list do not include a figure for the 'total due' days.
- Councillor Morgan would liaise with the Town Clerk and Administrative Assistant about the write-offs.
- Examining of Accounts - Councillors Carr and Morgan agreed to sign off the accounts after the meeting.
- The Risk Assessment document should be available for the August Finance Meeting.
- The 'Working Party' would meet to discuss a pricing policy for the Town Council.
- Councillors Atkinson, Paveley and Morgan would be meeting, after this meeting, to set the parameters for the Working Party.
- The quotation from Inspectas Land Remediation for £2,962.00 is accepted. Also to ask for 'stage payments.'
- The quotation for £950.00 is accepted, for the next stage of the work, to look at drainage etc.
- The quotation for £220.00 excluding VAT is accepted for the bin stickers.
- The Environment and Transport Team should come back to the Finance Committee with exact locations and how many signs are required. Also **agreed** that the need to dispose of crabbing lines responsibly, should somehow be included.

Seconded by Councillor Carr. **Agreed**.

Councillor Mitchell said that she has ended up on the Finance Committee by default, however she does not wish to sit on this committee. **Agreed** that Councillor Mitchell would be taken off this Committee, leaving one vacancy.

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

The Payments and Accounts for the period June 2025 (as attached – see Appendix 2) were proposed by Councillor Carr as follows:-

General Current T2 Account – under delegated authority to the Finance Committee 15 payments totalling £8,581.01 have been authorised and paid, and statement of balances on the following accounts be accepted:-

June 2025

Barclays Current Account (XXXX7055)	37,208.94
Barclays Premium Account (XXXX8295)	28,744.13
Barclays Premium Account (XXXX9433)	843.81
CCLA Public Sector Deposit Fund	51,547.13
Instant Access Account (XXXX0373)	43,380.95
Current T2 Account (XXXX0360)	55,467.89
Making a total of	217,192.85

Income for June 2025	10,974.57
Expenditure for June 2025	35,701.80
Income to date 1 st April – 30 th June 2025	200,331.78
Expenditure to date, 1 st April – 30 th June 2025	120,347.57

Employee payments paid for the month of June 2025 were:	18,329.26
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Seconded by Councillor Morgan. **Agreed**.

46. TO NOTE THE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL:

The Planning Decisions of Tendring District Council were noted.

47. QUESTIONS FROM THE PUBLIC:

The following written questions had been received:-

Q1) A complaint has been raised with both Brightlingsea Town Council and Tendring District Council regarding the site marked in red on the handout. It's currently leased to several businesses, including a metal fabricator and a truck chassis repair operation. These activities have resulted in obscene noise, smoke, and heavy vehicle traffic - entirely inappropriate for Lime Street's unsealed road. Ample evidence has been documented. The site has also drawn police attention for anti-social behaviour under the current ownership.

This led to an investigation by Tendring District Council Planning Control. After submitting an FOI request, we obtained the original planning notice, which clearly prohibits general industrial use. Despite having access to this information, the Planning Office failed to disclose it and issued misleading statements to the contrary. No business should be operating on the site for industrial purposes.

We have now been informed that the Council will not enforce against these violations. Instead, they've invited the owner to submit a planning application to regularise B2 General Industrial use and intend to approve it. They have also instructed the owner to operate as before. We might add that the site now has obscured security cameras looking up Lime Street and the gates are locked shut when work on site is undertaken. Their justification to not enforce singularly relies on their assertion that the site has been used for such purposes for over 10 consecutive years, allegedly verified by residents. As neighbours for over a decade, we know this is untrue. We also have supporting statements from other long-term residents and others connected to the site that unequivocally prove the falsity of their position.

Our question to you, our council representatives, is this:

Will you commit to challenging the Tendring District Council's decision not to enforce, and to oppose any application relating to the site that would allow B2 General Industrial use on Lime Street as is within the scope of your legal powers?

We ask that any planning application be subject to full scrutiny - including input from Essex Highways, Essex Fire Service, Historic England given proximity to Grade 1 Listed Jacobs Hall, the Environment Agency, and other relevant authorities - to ensure Lime Street's character is preserved and residents can enjoy peace and safety in their homes.

We have built a ground roots movement, with a successful petition and strong appetite in the community to challenge such development and welcome any councillor who wishes to view video evidence of the nuisance behaviour and supporting planning documentation and correspondence to verify our statements.

A1) Councillor Paveley, as Vice Chair of Planning, answered the question and stated that the Council cannot pre-determine an application that has not been submitted yet. He added that industrialisation of Lime Street is not in this Council's plan and never has been. There have been several attempts to do this but all ended up at an appeal and were dismissed. The latest application lost, and there is a repeat of such an application. In recent times, an application was turned down for building in that area, as it is seen as a protection area for the Coastal Protection Zone and we have been upholding this. If you are having trouble with smoke and dust you must take this up with the Environmental Agency. He added that any evidence

would be welcomed when this application is discussed by the Town Council, and your attendance is also welcomed to this meeting. The Town Council are a consultee, but not a statutory consultee. Councillor Chapman made Councillors aware that there are covenants on Lime Street, and these have never been upgraded or amended. The covenants state that no transport is allowed between 10th October and 10th March other than access to your garages/back gardens. No other vehicles, equipment or cranes can be kept on site. The size of the boats/caravans stored has a weight limit. Councillor Chapman asked for Councils permission to 'call in' the application, when it is received, which makes the Tendring District Council Officers give their full reasoning publicly. Also, the whole of the committee get to decide on the outcome not just one Planning Officer. She also asked for permission that, as a Council, we write to the Enforcement Officer and the Planning Department to ask that all work is suspended on this site until legal planning permission is granted. **Agreed.** Further discussion took place.

Q2) Allotments - thanks for strimming the vacant plots, but if there is a waiting list, why are there vacant plots? The 2 plots closest to mine have been uncultivated for over a year. This is income being lost.

A2) The Mayor replied that plots that have become available recently are 1, 10, 23, 37, 58 and 42, however these have become available at different times of the year. As soon as they become available, we start looking for replacements to take over, but none of these have been concurrent and all happened at different times of the year. They have now been taken up by new residents except for plot number 42. All of these have paid an annual fee, so there has been no loss of income. We are sorry that the plots near you have not been cultivated.

Q3) The renovation of the shelter next to the lido has taken months, and work seems to be happening at the weekend only now. When the contract was drawn up, was there a timescale with penalties included? And if not, why not?

A3) The Mayor replied that no penalties were included in the contract. We went ahead with them after receiving six other quotations from different firms. We are extremely disappointed with their performance and we have told them that if the work is not completed soon, we will be seeking Solicitors advice.

Q4) A repeat of my question last month, are there any updates on the missing bins, street sweeping and pavement sweeping?

A4) The Mayor replied that as Councillor Steady is absent from the meeting tonight, we will send your question to him for him to respond by e-mail. A discussion took place on street sweeping.

Q5) With the amount of vehicles being parked on pavements in Brightlingsea, some roads are no longer suitable for 2 direction traffic, it is too dangerous. What is the procedure to suggest roads becoming one way? Alan Goggin advised the proposal for any change needs to come from Brightlingsea Town Council.

A5) The Mayor replied that a collection of people need to put in such a request, however a majority of 75% of residents that live on that street needs to be in favour of such a scheme/request. Councillor Carr mentioned the 'Inconsiderate Parking Initiative' that this Council took part in some years ago. Councillor Chapman said that the Tendring Ambassadors were in town yesterday and stopped someone parking on the corner of Ladysmith Avenue. Councillor Paveley said that the Considerate Parking Initiative should be taken to the next meeting of the Environment and Transport Team meeting for further discussion.

Q6) Western Road - I live at Number 63 Lower Park Road and our neighbour at 61 has a hedge running down the side of his house. Unfortunately, the hedge is now growing onto the footpath and making the path inaccessible. Even today I had to walk in the road to get passed the brambles growing out of it. I have discussed this matter with Mr Goggin and nothing has been done. The resident does not seem to be living at 61 so any letters to him will not be seen. We have spoken to his gardener but he says he cannot see a problem. He is obviously not looking at the same hedge. The hedge is a danger as everyone needs to walk on the road and if a car is parked up there is no way you can walk on the path you have to step out into the road.

A6) Councillor Pentney replied that this is also a blind spot for cars exiting Western Road. The Mayor added that the Council will follow its new procedure and issue a letter to the resident, giving 21 days to comply.

Q7) Waste Bins – a year ago one was removed at the bottom of the YMCA car park. Now a member of the public puts their black bag on the chair.

A7) The Mayor replied that we will re-report the missing bin to Tendring District Council.

Q8) Is there any update on the Robinson Road Development?

A8) Councillor Chapman replied that there is no update, they are still waiting for the report from Natural England on the Curlews.

Q9) Promenade Way – What is the position of someone parking on the road and using a generator on the road?

A9) The Mayor replied that this has been brought up with the Police, but there is no direct reason for the Police to move them on. We are also looking at a Dispersal Order – this is being looked into. Councillor Barry added that this is on the discussion list with the NEPP to look at no overnight stays on the road.

48. TOWN CLERK'S REPORT:

- 1) Agreed The Brightlingsea & District Rotary Club can use the Millenium Gardens for its Jog Walk Run event on Sunday 14th September 2025 8am until 2pm.
- 2) Agreed Motorhome Fun can hire Lower park Playing Fields for a Motorhome Rally from Monday 1st June until Wednesday 3rd June 2026. Usual terms and conditions apply.
- 3) Agreed James Richard's Circus can use the Western Promenade – 17th June until 21st June, with shows on Friday, Saturday and Sunday. Usual terms and conditions apply.

49. CLOSE OF MEETING:

There being no further business, the meeting closed at 8.35 pm.

Chair

Date: 21st August 2025

Action Points from meeting:

Minute Number	Issue/Decision	Actioned by
41	Outside Lucas Estate Agents, the part of the path that juts out into the road, has been driven over numerous times, as the bollards are missing. This is to be re-reported to Essex County Council again.	Cllr Chapman / Administrative Assistant
43	Terms of Reference of all statutory committees and Teams need looking at to ensure all contents remain the same, including for voting and substitute members.	Chairman of all Statutory Committees and Teams
47	Q4) A repeat of my question last month, are there any updates on the missing bins, street sweeping and pavement sweeping?	Copy of this question to be sent to Cllr Steady for him to respond
47	Q5) With the amount of vehicles being parked on pavements in Brightlingsea, some roads are no longer suitable for 2 direction traffic, it is too dangerous. What is the procedure to suggest roads becoming one way? Alan Goggin advised the proposal for any change needs to come from Brightlingsea Town Council.	The Considerate Parking Initiative to be taken to the next Environment and Transport Team meeting for further discussion

Mayor's Report:

Attended the following:

21 st June	Brightlingsea Carnival judging
26 th June	Brightlingsea Beach Hut Association Annual General Meeting
27 th June	The Friday Art Group Exhibition at the Museum
1 st July	4-Youth Group Meeting
7 th July	Meeting with the local Police regarding vandalism in the Town
9 th July	Colne Community School Year 7 & 8 Awards
15 th July	Colne Community School Year 9 & 10 Awards

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
13704	250715 CapelPlant	£126.00	1010/4	30/06/25	Capel Plant - Toilet on Allotments 010625-010725	156990
		£126.00			Capel Plant - Total	
13707	250715 Jackaman	£1,740.00	1003	30/06/25	D.M. Jackaman - Topographical Surveys as per quotation 17.5.25	06/25/002
		£1,740.00			D.M. Jackaman - Total	
13705	250715 Ernestdoe	£9.71	1010/2	30/06/25	Ernest Doe - Maintenance Items	11049/C
		£9.71			Ernest Doe - Total	
13706	250715 JamesTodd	£72.96	1062/2	30/06/25	James Todd & Co Ltd - June 25 Payroll Fee	82446
		£72.96			James Todd & Co Ltd - Total	
13711	250715 Office IS	£74.93	1006	19/06/25	Office IS - Stationary	1744484
13712	250715 OrficelS	£16.32	1006	20/06/25	Office IS - Stationary	1745037
		£91.25			Office IS - Total	
13700	250707 Richardson	£200.00	1090/3	23/06/25	R J Richardson - £200 paid in error - now returned	
		£200.00			R J Richardson - Total	
13708	250718 SandwichT C	£29.00	1008	18/06/25	Sandwich Town Council - Mayor Deputies Supper @ Sandwich	
		£29.00			Sandwich Town Council - Total	
13710	250715	£112.00	1010/2	13/06/25	Sibbons - Repairs to water pump	41165
13709	250715 Sibbons	£19.40	1010/3	25/06/25	Sibbons - Gauntlets / coverall	69098
		£131.40			Sibbons - Total	
13701	250708 SwimSafety	£252.00	1010/2	30/05/25	Swim Safety Ltd - Water Quality Test - Blue-Green Algae	INV-4208
		£252.00			Swim Safety Ltd - Total	
13713	250715 TBSHygien e	£360.00	1200	09/07/25	TBS Hygiene Ltd - Dog Waste Collection 280625-250725	7187
		£360.00			TBS Hygiene Ltd - Total	
13714	250715 TopGlass	£14.00	1004/1	25/06/25	Top Glass Window Cleaning - Parish Hall Window Cleaning	250625

Signature

Date

Signature

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

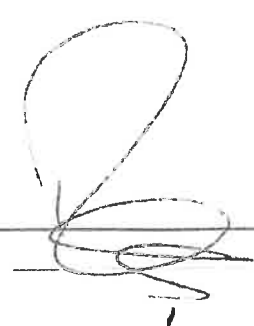
No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
13715	250715 TopGlass	£12.00	1010/2	25/06/25	Top Glass Window Cleaning - Bus Shelter cleaning	250625
		£26.00			Top Glass Window Cleaning - Total	
13716	250715 TowerSecurity	£801.36	1090/1	30/06/25	Tower Security (Tendring) Ltd - Nightly Lock Up - June 25	INV-16511
		£801.36			Tower Security (Tendring) Ltd - Total	
13717	250715 TwinSpark	£597.00	1500/2	12/07/25	Twin Spark Electrical Services - Works to Floodlight, as per quote 15.5.25 - to be reclaimed S106	
		£597.00			Twin Spark Electrical Services - Total	
13718	250715 Upsons	£3,914.77	1009/1	03/07/25	Upsons - Works to Ventrack brush drive motor	105972
		£3,914.77			Upsons - Total	
13702	250708 WorldOptions	£190.92	2000/4	11/06/25	World Options - Distribution of Town Guide	0013987
13703	250708 WorldOptions	£20.20	2000/4	18/06/25	World Options - Distribution of Town Guide	0014910
13719	250715 WorldOptions	£18.44	2000/4	25/06/25	World Options - Distribution of Town Guide	0015427
		£229.56			World Options - Total	
Total		£8,581.01				

Signature

Date


15/7/2025

Signature



Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 30/06/25 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	£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

RECEIPTS	Net	Vat	Gross
Council	£196,701.76	£3,630.02	£200,331.78
Total Receipts	£196,701.76	£3,630.02	£200,331.78
PAYMENTS	Net	Vat	Gross
Council	£115,244.10	£5,103.47	£120,347.57
Total Payments	£115,244.10	£5,103.47	£120,347.57

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£37,208.94
Business Premium (Client A/C)	£843.81
Business Premium (Reserve A/C)	£28,744.13
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,547.13
Instant Access Account	£43,380.95
Unity Current Account T2	£55,467.89
Total	£217,192.85



Signed

Chair

Clerk / Responsible Financial Officer

Financial Summary - Cashbook

Summary of receipts and payments between 01/06/25 and 30/06/25 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	£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

Balances at start of period

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£32,845.09
Business Premium (Client A/C)	£837.00
Business Premium (Reserve A/C)	£28,646.82
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,358.22
Instant Access Account	£42,748.64
Unity Current Account T2	£85,484.31
Total	£241,920.08

RECEIPTS	Net	Vat	Gross
Council	£9,857.05	£1,117.52	£10,974.57
Total Receipts	£9,857.05	£1,117.52	£10,974.57
PAYMENTS	Net	Vat	Gross
Council	£34,126.14	£1,575.66	£35,701.80
Total Payments	£34,126.14	£1,575.66	£35,701.80

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£37,208.94
Business Premium (Client A/C)	£843.81
Business Premium (Reserve A/C)	£28,744.13
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,547.13
Instant Access Account	£43,380.95
Unity Current Account T2	£55,467.89
	£217,192.85
Total	£217,192.85

Mayor's Report:

Attended the following:

22 nd July	Brightlingsea Museum cheque presentation from Community Reach. With Town Clerk.
25 th July	Annual Cinque Ports Ceremony of Confirmation for the Mayor Deputies, followed by the Mayor Deputies Supper.
26 th July	Opening of the Brightlingsea Regatta
	Brightlingsea Free Music Festival Exhibition at the Brightlingsea Museum
17 th August	VJ Day Parade, with Councillors

Thanks to the Deputy Mayor for attending the following, in my absence:

30 th July	Opening Ceremony of Mughal Express Brightlingsea
2 nd August	Opening of the Brightlingsea Free Music Festival
8 th August	Official visit of the Mayor of Sandwich
9 th August	Pyefleet Week 2025 Commodore's Reception

AG brief notes for parish meetings. Brightlingsea & St. Osyth August 2025.



"I often attend meetings, & take calls on your behalf"

FUTURE ITEMS PLANNED.

Next round member led projects. Parishes to list top 3 each if want to. Remember small van and cold tarmac for quick repairs and make safes. September submissions from ECC re devolution, Expect Government decision. 3/4/5 unitary is key.

Coroners report for Flag Hill to override most traffic plans and budgets. Result is unbudgeted item from B1027 plans .Now fully covered Devolution submission preparation for Govt with answers in September possibly.

Parish meetings at Brightlingsea & St. Osyth Aug 21 Aug 26 Scrutiny board as chair PSEG. Cyber security Sep 5. Climate commission Sep 4

1 Aug 19. Residents open clinic Brightlingsea Library. Questions re possible speed changes in Town. Update requested numbers of unitaries.

2 Aug 14. B'Sea ENT group. AG invited to clarify some questions re Hedgehog/wild animal signs and recommended "zones". Some choices to be made. Extra details supplied for consideration.

3 Notes shared re warnings for Bellfield Ave and Church works. Mainly in evenings to reduce congestion and inconvenience. Pamphlets sent to residents
Aug 13. AG asked to sit on Essex Climate Action Commission. Represent residents' interest and value for money.

4 Aug 12. Discussion resident and bus service to Gt. Bentley and on to Clacton.

5 Aug 11. AG guest at Corporate Scrutiny to listen to updates on submission to Central Government Tight timeline for September. Consensus sits around 3.3 version. Discussions LHP with Gt. Bentley bus stops and section 278 money from builders – CARLA Homes. Ongoing problems with Bridge and access huge congestion at St. Osyth crossroads.

6 Aug 8. Mayor of Sandwich annual visit to Brightlingsea.

7 Aug 7. Site visit St. Osyth repairs near deer park. Good news 18 reports completed. Further up on B1027 still others that in time may be as bad. Report to members initiative. Visit St. Osyth clerks office.

8 Aug 6. Gravesham. Outside visit. Kent & Essex Fisheries Conservation Board. IFCA. Main discussion commercial fishing licences. The right balance sought between preserving stocks, and allowing a viable and commercial fleet to farm. Good opportunity for Board to meet fishermen in person. I represent the Essex Financial input being spent fairly and responsibly. Immigration dinghies in our waters an increasing problem.

In evening attended Thorrington Parish meeting including request to Police and crime commissioner. NOT Alresford. They have a break in Aug. Same as Great Bentley.
9 Aug 5. Great news Bellfield. Phase 3 due to complete whole road by middle September. 3 years preparing to replace 40 years of patching. I am advised it's the biggest budget on any non PR1 or PR2 road in Essex. Done properly should last 50 years!
Also deer park B1029 at St. Osyth scheduled for repair after emergency elevation request. Start Wednesday evening – Aug 6.

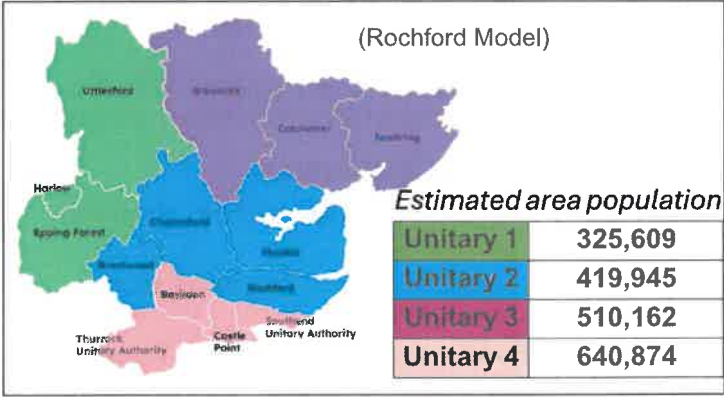
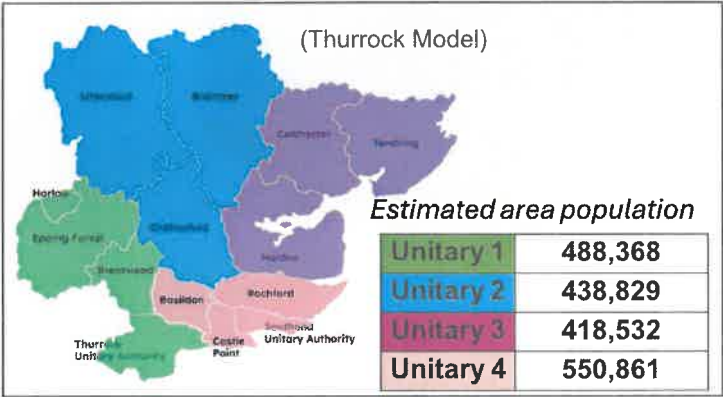
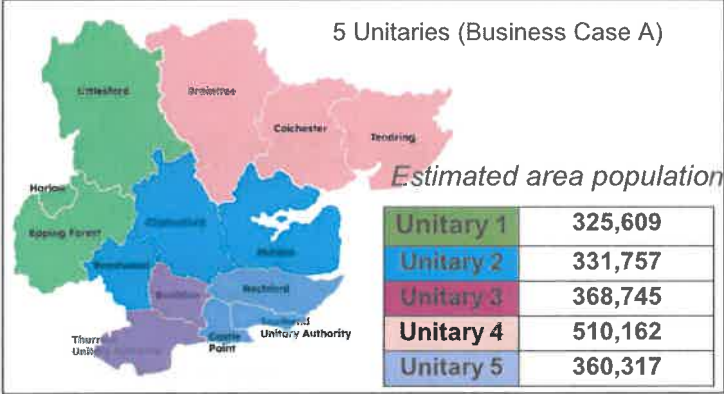
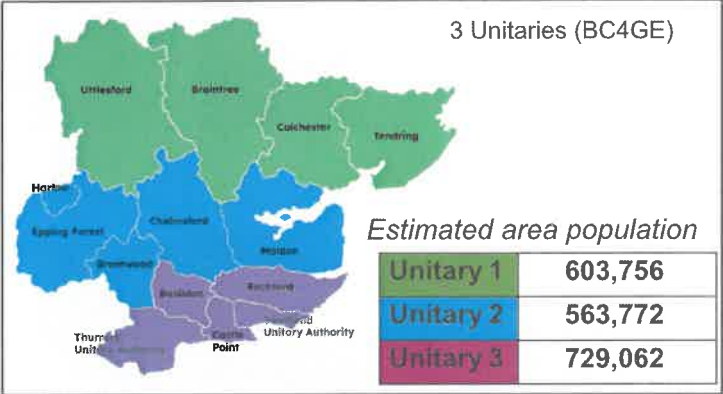
1 Aug 4. Draft LGR submission. 2 or 3 or 4 or 5? Populations if use 3 shows Nort Essex 603,000, Chelmsford 563,000 & Southend 721,000. Red line is Thurrock.Church Road preparation for resurfacing in few weeks. Updates posted social media re big engineering items. Hedgehog maps and locations.

1 Aug 1. Gt. Bentley asked for list of PROW outstanding items. AG asked to join Essex Climate Action Commission.

1

Agenda Item 05

1	July 31. All member briefing. Transport strategy. LPT4
2	
1	July 29. Site visit. Bellfield avenue. Stage 2 completed. What about stage 3 and final.
3	
1	July 28. Councillor advised he is putting claim together for resident against ECC. Advised procedure & then forwarded advance notice to claims department
4	
1	July 24. Full PSEG scrutiny meeting. Highways performance against targets. Proper scrutiny
5	
1	July 23. Series of pre-meetings for PSEG tomorrow. Portfolio-holder and key Councillors and officers.
6	Question from B'Sea resident re charging points direct over pavements. Refer to Enquiries. Invited to attend TDALC by Chairman – Frank Belgrove – as guest. View of LHP changes explained.
1	July 21. Red weather warning. Much surface water but luckily not flooding specifically. Site visits in afternoon. In evening returned to one of worst in Alresford. Chapel
7	Lane virtually clear. Some more rain in next 24 hrs.
1	July 17. Site visit buddy re hedgehog signs. 3 separate sites with no obvious links. Planners put forward 6 signs on existing posts. Sadly on inspection 2 poles failed test.
8	Need to be replaced. Another existing pair or new installation. Evening reported findings to Brightlingsea. They to discuss. Later meeting at St. Osyth
1	July 16. Members briefing LGR. Afternoon site visit to Alresford. Small sink hole on pavement reported as urgent. Inspected in 90 minutes. Fixed in next hour. Good make
9	safe to avoid danger.
20	REPEAT- STILL RELEVANT. DEVOLUTION DISCUSSIONS ARE EVERYWHERE. AFFECTING MANY ISSUES. There are still problems with demand on services, availability of staff and expectations in some areas. Nothing unique to Essex. Some items previously expected to be quick are put on a waiting list. Apologies if this leads to unexpected delays. I am having to exercise some patience in areas I would not have expected. Sad to report. With changes at National level and impending changes locally there is some double-checking of some potentially cancellable projects. Not unexpected but frustrating sometimes. AG CONTACT POINTS:- 07860 519117 or 01206 308023 <u>cllr.alan.goggin@essex.gov.uk</u> or <u>alan@goggin.co.uk</u> FACEBOOK:- “Alan Goggin Essex County Councillor - Established 1947.” “Report it” tool for road or highways issues. https://www.essexhighways.org/tell-us You can tell us about maintenance issues online by using our highways reporting tool. If you think there's a risk to public safety, do not report it online, - please call ECC immediately on 0345 603 7631



The Business Case for Greater Essex

- **Options Appraisal:** ECC-led review assessed government criteria using agreed data.
 - **Findings:**
 - **2-unitary model:** Too large to reflect local needs (e.g. North Essex = 950,000 people).
 - **4-5 unitary models:** Too small for financial resilience.
 - **Conclusion: 3-unitary model** balances viability, coherence, and service resilience.
- **Proposed Unitary Authorities:**
 - **South Essex:** Southend, Thurrock, Basildon, Castle Point, Rochford.
 - **Mid Essex:** Chelmsford, Brentwood, Epping Forest, Harlow, Maldon.
 - **North Essex:** Colchester, Tendring, Braintree, Uttlesford.



The Business Case for Greater Essex

■ Model Benefits:

- Financial resilience from day one.
- Protects critical services and supports integration.
- Enables strategic economic and housing growth.
- Strengthens community-government links.
- Supports long-term transformation.

■ Financial Case:

- PwC analysis (aligns with MHCLG model) shows:
 - **£53m net benefit** over 5 years.
 - **£32m annual benefit** thereafter.
 - **Payback in 4 years.**
- Further modelling underway to assess transformation benefits.

■ People Services:

- Equitable demand distribution.
- Financial sustainability.
- Investment in prevention and innovation.
- Easier commissioning of specialist services.
- Alignment with NHS, Police, schools.
- No new regulatory burdens.

■ Local Governance Vision:

- **Neighbourhood decision-making** via councillor-led forums.
- **Community voice** embedded through regular engagement.
- **Partnership working** with local councils and services.
- **Flexible, place-based design.**
- **Adaptive approach** based on community needs.

Agenda Item 06 – Tendring District Councillors report

Councillor Mick Barry

21st July – Town briefing with Sport and Activity Manager – visited gym, stroke support services, all playing fields, assets, lido.

23rd July – Briefing with officers Mike Carran, Lee Heley. Covered playzones, cycle track, running track funding through developers and housebuilding. Links with Active Travel group developments.

24th July – Meeting with officers re pitches and changing rooms on council sites. After briefing asked officers to convene a further meeting in two weeks time with more cost information and action plan.

25th July – Full Cabinet meeting Town Hall. Issues – report on Community Regeneration Projects and LGR update.

30th July – Active Travel Group Meeting – discussion re KCharles III Coastal path and Tendring section. Seems to be delayed, needs further investigation. Updates from group members.

31st July – Nature recovery Grp meeting – links to county strategy presentation and local event.

6th August – Briefing with officers. Mike Carran and Lee Heley. Evening – All member briefing re LGR.

7th August – High level review of Active Wellbeing Centre Project. Discussion re options and commitment from partners in ever changing structures.

14th August – meeting with officers re Sport & Activity Strategy grants and action plans.

- meeting update re pitches and changing room options
- ENT meeting followed by Full TDC meeting Clacton
- Presentation re LGR – circulated by Cllr Steady- also information re public LGR hub for comments, info and consultation.

19th August - TDC catch up and briefings

20th August - Officer briefings all day

Councillor Jayne Chapman

23rd July – All Members briefing

24th July – Pre-Human Resources and Council Tax

25th July – Cabinet

28th July – Human Resources and Council Tax

Tendring District Council has undergone a full reassessment of its Disability Confident Leader Status and maintained this accreditation for another 3 years. Carrer Track update – 48 apprentices were on the program. 26 of the 48 are employed by Tendring District Council. Success rate of 92% and currently 1 in 5 of the council's employees were or had started as a Carrer Track apprentice.

New updated policy

- Vibration guidance-best practice for managers has been passed to Grounds Manager.
- Updated Family Leave and Support Policy (Formally Maternity Policy) incorporating Maternity, Paternity, Adoption, Surrogacy and Neonatal Care. Brightlingsea Town Council Policy will be updated accordingly.

Tendring District Council Careline has successfully transferred and become part of Helpline by Colchester Amphora Trading. All staff were Tupe (transferred) to the new provider.

Agenda Item 06 – Tendring District Councillors report

31st July – Group Leaders, allocation of seats to committees.

14th August – Full Council, update on LGR.

Councillor Graham Steady

22nd July – Informal Community Leadership Overview and Scrutiny Committee- Discussion on performance and objectives for next year.

24th July - Informal Resources and Services Scrutiny Committee – Discussion on performance and objectives for next year.

29th July – Community Leadership Overview and Scrutiny Meeting – Preparation of Report to be submitted to full council, which included the attached ‘Chair Quotes’ and ‘spotlight on the Enquiry into Water Quality’ (Appendix 1).

30th July – Resources and Services Scrutiny Committee Meeting – Preparation of Report to be submitted to Full Council.

31st July – Levelling Up Fund and Capital Regeneration Projects Clacton and Dovercourt Portfolio Holders Working Party.

14th August – Full Council Meeting – Main Items LGR Update and Overview and Scrutiny Annual Report 2024/25 plus motions regarding end-of-life care in NHS and Hospices and closure of Clacton Police Station front desk.

19th August – Community Leadership and Overview Committee – Visit to Harwich Oil refinery.

Waste Review

REVIEW SERVICE PROVIDED

- Location of bins TDC and BTC
- Collection rota
- Street cleaning rota

ACTION POINTS FOR DISCUSSION

- Damaged bins to be replaced
- Extra bins to be provided taking increase in population into account
- New bins to be for dog excrement and normal litter

NEW WASTE COLLECTION CONTRACT

- Being negotiated at the moment
- Coming before TDC scrutiny committees
- Based on the above recommendations to be made for inclusion.

Local Government Re-Organisation (LGR) Please see attached presentation (Appendix 2) from the Full Council meeting on the 14th August 2025.

Greater Essex LGR microsite Launch - A new microsite dedicated to Greater Essex Local Government Reorganisation (LGR) has been launched: <https://essexlgrhub.org>

This site has been created as a central hub where residents and businesses can easily find up-to-date information and developments about LGR in Greater Essex. The content includes explanations of

upcoming changes to local government, why this matters for Essex, and a section answering frequently asked questions.

Once finalised, all the business case documents will also be published on the site.

There is a 'Have your say' section, where details of the government's consultation on LGR will be added when it opens later this year, offering residents and stakeholders a chance to share their views.

Appendix 1

Chair Quotes

"Over the past year, the Community Leadership Overview and Scrutiny Committee has conducted a robust programme of work, from scrutinising the Integrated Care Board's plans to strengthen NHS dental provision and mitigate the wider health risks of poor oral health, to completing a comprehensive review of grant-funding streams that has already begun to reshape how local organisations access support.

Looking ahead, we will continue to drive forward collaborative opportunities with our Parish and Town Councils, examine the benefits of expanded out-of-school youth provision, and evaluate emerging research from the Coastal Communities Unit. Our scrutiny of the new District-wide Sports and Activity Strategy, alongside inquiries into familial violence and water quality, will ensure we champion both wellbeing and environmental quality across Tendring.

One of the most significant forthcoming developments is the implementation of Local Government Reorganisation whereby we look forward to exploring joint working opportunities with Braintree and Colchester Scrutiny Committees to ensure the smoothest transitions possible.

I am deeply grateful to our dedicated Council Officers for their timely reports and unwavering expertise, and to every Committee Member for their thoughtful engagement and constructive challenge. Together, we are strengthening partnerships and raising aspirations across our District."

Councillor Graham Steady - Chairman of the Community Leadership Overview and Scrutiny Committee



Spotlight on the Enquiry into Water Quality

The comprehensive report prepared by the Environmental Health Manager and presented to the Community Leadership Overview and Scrutiny Committee elucidates the condition of seawater, freshwater courses, and drinking water throughout the district. Data was collected from a range of organisations to provide current and accurate statistical evidence.

The report further underscores that water quality is a critical consideration in every context and is especially vital in districts or boroughs that serve as seaside tourist destinations, such as Tendring. It is imperative that councils pursue continuous improvements to their bathing waters. Accordingly, the analysis of evidence and data in these domains supports the following themes of the Council's Corporate Plan 2024–28 and the annual Cabinet's highlighted priorities:

- Championing our Local Environment
- Pride in our area and services to residents
- Working with Partners to improve quality of life
- Promoting our heritage offer, attracting visitors and encouraging them to stay longer

As part of the enquiry, a site visit was arranged in June 2025 to the Anglian Water Wastewater Recycling Centre at Holland Haven for Councillors and Officers. The Chairman of the Community Leadership Overview and Scrutiny Committee and the Portfolio Holder for Environment and IT attended, accompanied by Officers from various Council departments.

Participants received a comprehensive overview of the facility's treatment processes. The initial stage involved the extraction of non-flushable materials, such as wet wipes, which were subsequently transported to landfill. Further treatment phases follow before the final sedimentation process, during which any remaining solids are removed from the wastewater.

A detailed presentation of the complete treatment sequence was delivered to the Committee at its meeting on 29 July 2025 and is available [here](#).



Key Findings and Insights: Bathing water quality assessments demonstrate that Frinton, Deverscourt, Clacton, Walton and Brightlingsea have achieved an 'Excellent' classification; Clacton Beach (Martello Tower), Jaywick and Holland have been designated 'Good'; and Manningtree has been rated 'Sufficient'.

Furthermore, oyster-bed waters within the district—regularly evaluated by officers from the Food Safety Team—have met all regulatory standards, with no failings reported over the past two years.



Appendix 2



**Local Government Re-Organisation
("LGR")**

Full Council meeting
14 August 2025

Serving Local People



Introduction & Timescales

- Presentation from Chief Executive
- Recommendation from Cabinet
- Full Council debate
- Cabinet 12th September 2025
- Submissions to Government by 26th September 2025

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LGR Background Refresher

- Devolution White Paper – 16th December 2024
- ECC, Thurrock and Southend-On-Sea requested devolution and to be placed on the Devolution Priority Programme (DPP) which included Local Government Re-organisation
- 21st January TDC Council meeting agreed:
 - (1) *District of Tendring is in the best possible position*
 - (2) *Voice of Tendring (and north Essex more generally) is as strong as possible*

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Invitation to submit a “*proposal for a single tier of local government*”

- Formal Invitation from Minister of State for Local Government and English Devolution **Jim McMahon OBE MP** in February 2025
- Part 1 of the Local Government and Public Involvement in Health Act 2007 (‘the 2007 Act’)
- 21st March TDC Council meeting
 - Interim Plan submission (update)

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Context

- Government's Devolution and LGR agenda outlines clear ambition for sustainably simplifying local authority structures, enhancing local democratic accountability and driving economic growth
- This is the future of public services and local government for decades to come
- Need to get it right for future of Greater Essex
- This is an Executive Function so opportunity for Council to express its views

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Submissions must have regard to the Criteria as set out in Statutory Guidance

Sensible Geography: a proposal should seek to achieve for the whole of the area concerned the establishment of a single tier of local government

Efficiency and resilience: Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks.

High quality public services: UA structures must prioritise the delivery of high quality and sustainable public services to citizens.

Local Identity: Proposals show how councils in the area have sought to work together in coming to a view that meets local needs and is informed by local views

Supporting devolution: New unitary structures must support devolution arrangements

Community empowerment: New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment

Interim Plan & MHCLG feedback

- Neighbourhood Area Committees – expected to form differing models of delivery
- Councillor numbers
- Sensible Geography
- Community empowerment
- Two streams of work commenced
 - TDC contributed to both where invited
 - We wanted to see best possible outcome for TDC

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Developing the Proposals

- Cross party working on five and three case to ensure robust evidence and outcome for Essex
- Two individual councils working on differing cases for four
- Some councils have not opted for one case and so have worked on both cases including TDC
- Whichever case chosen we will need to work together to implement the best outcome for Greater Essex
- Future dependant on how the new unitaries are managed to ensure sustainability & positive culture of organisation
- *Whichever outcome our new unitary will include disaggregation of ECC*

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Current 4 options

Sitrep – LGR Business Cases for Essex

UA 3.4	UA 5.2	UA 4.x	UA 4.6
Lead: Essex County Council	Lead: Southend Council	Lead: Thurrock Council	Lead: Rochford Council
Status: Business case in development 31 st July draft completed	Status: Business case in development 22 nd August final draft	Status: Business case in development 31 st August final draft	Status: No information on the approach or deadline of business case development.



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Principles of Five UA Case

- Aligns to natural geographies, socio-economic areas, communities, infrastructure corridors, and sense of local identity and place
- Five unitary proposal reflects & builds upon the structure of existing partnerships
 - Range of partnerships with Colchester and Braintree
 - joint decision-making committee (TCB) (inc. ECC)
 - North Essex Economic Board
- Strong partnership with health and delivery

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Principles of Five UA Case

- Councils & members should be local, accountable, accessible & responsive as possible
- Reorganisation should respect the county's hugely diverse geography & different communities
- Gov't principles of empowerment & engagement, building upon existing foundations such as:
 - Our Local Plan
 - Joint community engagement and empowerment
 - Shared Section One of Local Plan
 - Included Braintree / Colchester / ECC

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ECC position – Case for Three UA

Taken from ECC Report to Scrutiny – 11.08.25

“Each scenario was assessed against the six LGR criteria set out by government. The conclusion we have reached is that a 3 unitary model strikes the right balance in Essex between local identity and financial sustainability”.

“Three new unitary authorities, aligned with our economic geographies, and built around Essex's principal cities - Colchester, Chelmsford and Southend - with a view to strengthening the region's long-term prosperity by creating the conditions for economic dynamism and growth.”

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ECC position – Case for Three UA cont.

The business case argues that this model:

- *secures the financial resilience and capacity;*
- *protects the delivery of critical services;*
- *creates the capacity to deliver the strategic economic and housing growth;*
- *strengthens the links between individuals, communities and government; and*
- *delivers the capacity for longer-term transformation.*

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What is the Financial 'Exam Question' Key Financial Questions 'Set' by MHCLG:

- *Case must be supported by robust evidence*
- *Must include clear outcomes – cost / benefit analysis*
- *Puts local government as a whole on a firmer footing and what area-specific arrangements may be necessary to make new structures viable*
- *For areas where there are exceptional circumstances where there has been failure linked to capital practices, proposals should reflect the extent to which the implications of this can be managed locally, including as part of efficiencies possible through reorganisation.*
- *Final proposals to include how indicative efficiency savings could be identified and benchmarked against a population size of 500,000.*

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Key Outputs from Work to Date

- The use of evidence is clear and takes advantage of information obtained / available from local government reorganisation activities / business cases undertaken elsewhere in the country.
- Evidence suggests that disaggregation of ECC revenue costs can be accommodated within a 3UA, 4UA and a 5UA model.
- Work done by CIPFA to date does not highlight any 'flags' in terms of accommodating debt across the county in any of the models e.g. 3UA, 4UA or 5UA. (this takes account of refinancing and forecast borrowing)

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Key Outputs from Work to Date

- LGR does not raise anything new in terms of individual / 'merged' MTFF's which are likely to be able to be successfully managed across the various UA models
- Implementation / transition costs are significant but can be met in the relative short term via financial benefits of LGR across the various UA Models
- The 5UA model may or may not necessarily be the 'cheapest' but looks to be financially sustainable
- There are clear opportunities for the redesign of services either during the implementation phase and in the first few years of the new UA's being established

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Key Financial Outputs to Date

Peopletoo Report – published by DCN

- ASC - no evidence that county councils achieve lower unit costs as a result of greater buying power. With the analysis showing that in all areas except S251 Residential unit costs, unitaries and those with a population size of 250k - £350k are achieving the lowest unit costs
- Overall harmonisation costs are broadly similar

Awaiting Grant Thornton Report

Awaiting PWC Report

- ***Early indications all options are sustainable and so it is a political decision of what is best locally and not an accountants' decision***

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Community Engagement

- Town and Parish Councils,
- CVST's Tendring Together, the
- Community Governance Review public meetings
- ECC Residents' survey (findings published)
- Intention for an online session locally,
- Formal Government's statutory consultation (provisionally November 2025)

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Minister's letter to Leaders & Statement 03.06.25

"The Government's position that a population size of 500,000 or more is a guiding principle, not a strict target. We understand the need for flexibility, especially given our ambition to build out devolution and take account of housing growth alongside LGR.

All proposals, whether they are at the guided level, above it, or below it, should set out the rationale for the proposed approach clearly. The approach we have taken from the outset encourages and allows for councils to determine the right fit for their area.

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Strong Accountable Leadership: Member Roles and Governance

"New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment".

"Cllr numbers ensure both effective democratic representation for all parts of the area, also effective governance and decision-making arrangements which will balance the unique needs of your cities, towns, rural and coastal areas, in line with the Local Government Boundary Commission for England guidance".

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Flexibility & maintaining a strong community voice

What works in one area may not apply in the same way in another, and so it is right that the process allows for flexibility.”

“LGR should facilitate better and sustained community engagement, and I welcome the steps areas are taking to consider how to maintain strong community voice. A simplified and standardised system of local area-working and governance is needed, and neighbourhood Area Committees, led by frontline ward councillors, are the best route to achieve this.

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Neighbourhood Area Committees

Neighbourhood Area Committees support local authorities to deliver their commitments to community partnership-working at a neighbourhood level. There are also opportunities to bring in other service providers into broader membership of NACs, for instance town or parish councillors where they exist, and co-opted members from other local community organisations. This allows for the benefit of structural efficiencies from LGR while deepening localism and engagement across every community.”

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Councillor Numbers

- LGBCE Guidance – how many Cllrs do you need to function
- Cabinet model, O&S, regulatory, Area, Social Care & Children's Committees and councillor case work
- Work undertaken suggests to deliver this we need 100 cllrs
- LGBCE guidance max 100 councillors
- Configurations can be Wards and County Divisions etc
- Wards provide 100 Cllrs for Tendring, Colchester & Braintree
- Using Future ECC Divisions supposition
 - 75 Councillors for 5UA (24 for Tendring area)
 - 60 or 90 Councillors for 3UA (16 or 24 for Tendring area)

Implementing the Preferred Option - *Some key points to consider*

- Transition of major services
 - Harmonising / Disaggregating
- The disaggregation of Capital and Reserves
- The disaggregation of ECC debt
- Transition activities and costs – e.g. systems, capacity, service alignment etc.
- Council Tax equalisation
- Maintaining Service continuity
- Co-design / redesign of services to support long-term sustainability and quality

Next steps for TDC

- Full Council - 14th August
- Cabinet (whether to support an option) 12th September
- Continue to prepare transition for LGR
 - 3 phases - preparation, implementation & operation for incoming and outgoing councils

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LGR timetable following submission

- Government consultation on proposals – Nov 2025
- Decision March 26 (prior to pre-election period)
- Mayoral (& ECC) Elections – May 2026
- Draft Structural Order – legislation laid by Government July 2026
- Transitional and implementation teams
- Final Structural Order - Autumn 2026
- Joint Committee: late 2026 / early 2027 with specific functions to undertake

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LGR Timetable – Shadow Authority to Vesting Day of Unitary

- Elections Shadow Authority into Unitary - May 2027 (4-year term – recent info from MHCLG)
- Shadow Authority May 2027
- Vesting Day 1 April 2028
 - TDC and ECC demise
- Members will be updated throughout process

Agenda Item 07

Facilities and Community Assets Team Meeting

Notes of Meeting held on Tuesday 12th August 2025 at 5.30pm at the Parish Hall

Present:- Councillors

K Mitchell (Chairman)

J Chapman, J Howard, R Morgan,

C Paveley, K Pentney, G Steady

Also in attendance:

Councillors Atkinson and Barry

1. Apologies for Absence: None received.

2. To receive the notes of the Meeting held on 8th July 2025 – Noted.

Members went through the action points, and the following was agreed:-

- Living Remembrance – Even though there is no cost to the Council, Council approval is required to take the scheme forward.
- Basketball Court – Councillor Steady to obtain quotations for repair, as well as repainting.
- Lozenge – Updated quotes to be brought back to another meeting.

3. Updates on the following:-

- **Waterfront Development Strategy** – A working Group is formed, consisting of Councillors Atkinson, Barry, Howard, Mitchell and Steady. A meeting is scheduled in the diary for 10am on 15th September 2025. Councillors Atkinson and Barry gave a presentation on the Lido and how they would like to see the Western Promenade move forward.
- **Batemans Tower Café** – No revised schedule of works or monthly update has been received. Town Clerk to ask for revised schedule of works and to diarize a monthly update.
- **Lower Park and Western Promenade** – The email received from the Scouts was discussed. It was agreed that Councillor Mitchell would contact the Rugby Club to find out what is being stored in the container. She would also speak to Councillor Court to see if the container is to be used for storage for the Bramble Brigade. Also, speak to Scouts to ask what their plans are for when the container is removed.
- **Living Remembrance** – Already discussed.
- **Basketball Court** – Already discussed.
- **Lozenge** – Already discussed.
- **Skate Park** – A discussion took place as to whether the decision to allow an individual to repaint the skate park should be an FCA decision, not an individual.

Recommendation: (1) Waterfront Development Strategy – A working Group is formed, consisting of Councillors Atkinson, Barry, Howard, Mitchell and Steady. A meeting is scheduled in the diary for 10am on 15th September 2025. (2) Batemans Tower Café –Town Clerk to ask for revised schedule of works and to diarize a monthly update. (3) Lower Park – Councillor Mitchell would contact the Rugby Club to find out what is being stored in the container. She would also speak to Councillor Court to see if the container is to be used for storage for the Bramble Brigade. Also, speak to Scouts to ask what their plans are for when the container is removed.

Agenda Item 07

4. **Report from Grounds Manager** – No report had been received.

5. **Any other Business** – None.

6. **Date of next meeting** – Monday 15th September 2025 at 5.30pm.

The meeting closed at 6.30pm.

Post Meeting Note: Update on the Boating Lake from the Grounds Manager – The Blue Green Algae remains in the lake. The lake will next be flushed out 2nd week of September as the tides will be high enough.

Action Points from meeting:

Minute Number	Decision	Actioned by
2 – Notes from 08.07.25	Living Remembrance – Even though there is no cost to the Council, Council approval is required to take the scheme forward.	Full Council
	Basketball Court – Councillor Steady to obtain quotations for repair, as well as repainting.	Cllr Steady
	Lozenge – Updated quotes to be brought back to another meeting.	Cllr Steady
3 – Waterfront Development Strategy	A working Group is formed, consisting of Councillors Atkinson, Barry, Howard, Mitchell and Steady. A meeting is scheduled in the diary for 10am on 15 th September 2025.	Working Group
3 - Batemans Tower Café	Town Clerk to ask for revised schedule of works and to diarize a monthly update.	Town Clerk
3 - Lower Park	Councillor Mitchell will contact the Rugby Club to find out what is being stored in the container. She would also speak to Councillor Court to see if the container is to be used for storage for the Bramble Brigade. Also, speak to Scouts to ask what their plans are for when the container is removed.	Cllr Mitchell

Environment and Transport Team

**Notes of Meeting held on Thursday 14th August 2025 at 4.30pm
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP**

Present:

Councillor J Howard (Chairman)

**Councillors M Barry (4.42pm onwards), M Judson (4.43pm onwards),
K Mitchell, K Pentney and G Steady**

Also present:

**County Councillor Goggin
Tracey Pulford – Town Clerk**

1. **Apologies for Absence** – Councillor Court.
2. **To receive the notes of the meeting held on 10th July 2025** – Noted.

Members noted that Item 3 – Notice Board should read Councillor Mitchell not Councillor Pentney.

3. **Small Animal Wildlife Signs** – Councillor Mitchell briefed members and asked County Councillor Goggin to explain the reasoning behind the 6 signs, not 3 as requested. County Councillor Goggin gave all members a copy of a paper “Brightlingsea Hedgehog Signage” and briefed on the scheme. He added that there is no money in the Local Highways Panel budget for signs however there is money available through County and the project has been approved by them. After discussion it was **agreed** to recommend to Full Council that the project goes ahead, with £500.00 funding from Brightlingsea Town Council, and £600.00 raised by the Hedgehog group. Also, Councillor Mitchell to email County Councillor Goggin with details of other posts that can be used.

Councillor Pentney mentioned the sign near to Springmead Gardens in Spring Chase, and that the sign does not flash. This is on pole number 2. **Agreed** to ask the Administrative Assistant to report this to Essex County Council.

Recommendation: (1) Small Animal Wildlife Signs - The project goes ahead, with £500.00 funding from Brightlingsea Town Council, and £600.00 raised by the Hedgehog group. Also, Councillor Mitchell to email County Councillor Goggin with details of other posts that can be used. (2) Pole number 2 near to Springmead Gardens in Spring Chase is reported as the lights are not flashing.

4. **Update on the following:-**

- PROW (Public Rights of Way) / Volunteering – The Clerk informed members that the list of proposed works and equipment has been sent to Essex County Council, and we are now waiting to hear back from them.
- 20's Plenty placards /Traffic Calming for a Safer Community – Councillor Steady gave an update and members agreed that the initiative would be reviewed in the near future. A discussion took place on the recent Facebook posts, and the need to respond sooner as a Council, not by individuals. It was then **agreed** that the Communications Team would look at this at the meeting on the 28th August.

Recommendation: (1) The 20's Plenty Placards initiative would be reviewed in the near future. (2) The Communications Team would look at how to respond sooner to Facebook posts, as a Council not by individual Councillors.

- Parking issues – Station Road – Councillor Barry informed members that evidence is needed, as it would appear that no accidents have occurred in this area. He will revisit this issue with officers.
- No entrance signs – Victoria Place/War Memorial – County Councillor Goggin informed members that Officers did not think that a sign would work in this area. He added that Councillor Chapman was going to send over further pictures. Also, John Lucas Estate Agents are keeping a log, which should be sent over too.
- Bus Stop on Hurst Green – The Clerk read out the latest email response from the resident regarding the Bus Stop on Hurst Green. Members **agreed** to respond to the resident, with the requested information. The question will also be read out at Full Council on the 21st August, which Councillor Howard will respond to.

Councillor Pentney mentioned the bus stop opposite the Olde Forge, and it was **agreed** that this would be made an agenda item at the next meeting.

5. **Parking issues on Chapel Road outside Hill House Court** – Members were advised that Councillor Steady has put the ‘considerate parking’ signs on the vans causing an issue, together with a compliment slip advising that where the vehicles were parked is causing an obstruction to residents leaving their homes. Since this has happened, the vehicles have moved further down the road, now not causing an obstruction.
6. **Streetlights – Robinson Road** – This item to be made an agenda item for the next meeting.
7. **White lines on the Cycle Path** – County Councillor Goggin is not sure this has been completed. Town Clerk to ask Grounds Manager/Team to look when next in the area.
8. **Sunshine Coast Greenway Cycling and Walking Route** – This item to be made an agenda item for the next meeting.
9. **Any other Business** – The following was discussed:-
 - Western Road Hedge – Councillor Howard and Councillor Pentney have spoken to the residence Gardner about the front hedge on Lower Park Road as brambles are spitefully growing onto the pavement and is also obstructing the left view from Western road.
 - Waste Collection – Town Clerk to forward a copy of Councillor Steady’s email to all members.
 - Colin the Crab signs – Councillor Mitchell informed members that the signs have been amended, and they **agreed** to take the request to the Finance Committee for 6 signs at £49.95 each.
 - Concealed Entrance signs – Councillor Pentney informed members that she has asked the Administrative Assistant to design/find some signs stating ‘concealed entrance’. She would also like include the ‘two children’ in the sign. She would like theses to be installed before the Children go back to school. A discussion also took place on the design of signs, and that consideration should be given to the height, and also what it looks like, as a red circle looks like an enforceable sign.

10. **Date of next meeting:** Thursday 11th September 2025 at 4.30pm
Meeting closed at 5.21 p.m.

Agenda Item 07

Action Points from meeting:

Minute Number	Decision	Actioned by
3 – Small Animal Wildlife Sign	The project goes ahead, with £500.00 funding from Brightlingsea Town Council and £600.00 raised by the Hedgehog group. Also, Councillor Mitchell to email County Councillor Goggin with details of other posts that can be used.	Full Council
4 - 20's Plenty placards /Traffic Calming for a Safer Community	The 20's Plenty Placards initiative would be reviewed in the near future.	ENT Team
	The Communications Team would look at how to respond sooner to Facebook posts, as a Council not by individual Councillors.	Communications Team
4 - No entrance signs – Victoria Place/War Memorial	Councillor Chapman to send over further pictures. Also, John Lucas Estate Agents are keeping a log, which should be sent over too.	Cllr Chapman
4 - Bus Stop on Hurst Green	The Clerk to respond to the resident, with the requested information. The question will also be read out at Full Council on the 21 st August, which Councillor Howard will respond to.	Town Clerk / Cllr Howard
4 - Bus stop opposite the Olde Forge	This is made an agenda item for the next meeting.	ENT Team
6 - Streetlights – Robinson Road	This is made an agenda item for the next meeting.	ENT Team
7 - White lines on the Cycle Path	Town Clerk to ask Grounds Manager/Team to look when next in the area.	Town Clerk / Grounds Manager/Team
8 - Sunshine Coast Greenway Cycling and Walking Route	This is made an agenda item for the next meeting.	ENT Team
9 – Any Other Business	Waste Collection - Town Clerk to forward a copy of Councillor Steady's email to all members.	Town Clerk
	Colin the Crab signs –Request to Finance Committee for 6 signs at £49.95 each.	Finance Committee

Agenda Item 07 - Welfare & Residents Services

Report from Councillor Chapman

Diabetic Eye Screening

Diabetic Eye Screening took place at the Parish Hall from Tuesday 24th June for 6 days. During that time 150 appointments were booked, 127 patients attended, 16 patients did not attend and 7 patients were late or cancelled. They are next due at the Parish Hall from Monday 29th September, this time for 5 days.

Covid and Flu Vaccinations

Six sessions have been booked at the YMCA Hall for Covid and Flu Vaccinations:-

10th, 24th, and 31st October - 10am to 4pm

14th and 28th November - 10am to 4pm

19th December - 10am to 2pm

Due to the high volume of Covid cases in the Town, masks now must be worn at the Doctors Surgery.

Colne Community Friendship Group

A new group called Colne Community Friendship Group (see poster below), is opening on Wednesday 3rd September, between 10.30 am and 12.30 pm. Everybody is welcome.



**COLNE COMMUNITY
FRIENDSHIP GROUP**

BRINGING PEOPLE TOGETHER ONE CUP AT A TIME

- **First Wednesday of Every Month**
! Brightlingsea Community Centre
Lower Park Rd, Brightlingsea, Colchester CO7 0LG
⌚ 10:30 AM - 12:30 PM
💷 £2.50 per session
- **Fourth Thursday of Every Month**
! Methodist Church, Chapel Road,
Brightlingsea, CO7 0HF
⌚ 10:30 AM - 12:30 PM
💷 £2.50 per session

Includes:
Games & Laughter
Guest Speakers
Community Support
Friendship & Fun
Coffee & Cake
Great Conversation

**STARTS
SEPTEMBER**

**kinder
essex**

★ **Community Note:**
A community-led, nonprofit group.
Everyone welcome - especially the young at heart!
☎ **Contact Info:**
Call: 07462 860298
Email: anitaloveless@hotmail.co.uk

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 19th August 2025 at 10.00 a.m.

Present:
Councillors
R Morgan (Chairman)
D Atkinson, J Chapman, J Howard and C Paveley

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

F.166 APOLOGIES FOR ABSENCE: Councillor Carr.

F.167 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 15TH JULY 2025, RECEIVED BY COUNCIL ON THE 17TH JULY 2025:

The Minutes were accepted as a true record.

Members then went through the action points of the July meeting. Councillor Paveley informed members that at a previous meeting it was agreed that a Treasury and Investment Policy would be written, and this has now been completed and a copy will be sent out with the Minutes of this meeting.

F.168 DECLARATION OF MEMBERS' INTERESTS:

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

F.169 BUDGET AND FINANCIAL REPORT UP TO 31ST JULY 2025, INCLUDING:

A) FINANCIAL SUMMARY AS OF 31ST JULY 2025

A copy of the "Budgets & Actuals 2025/26 – July" had been circulated to all members. Councillor Atkinson briefed on the budgets. A discussion took place.

B) FINANCIAL MONTHLY OVERVIEW – JULY 2025

A copy of the Financial Monthly Overview for July 2025 had been circulated to all members. The Clerk informed members that:

Income for July 2025	£26,136.77
Expenditure for July 2025	£32,086.50
Bank Balances – all accounts	£211,243.12

Councillor Paveley informed members that he had asked the Town Clerk to look into moving as much money as possible into the CCLA account, as this account receives the best interest.

C) CREDIT CONTROL AS OF 31ST JULY 2025

A copy of the Credit Control list as of 31st July 2025 had been circulated to all members. A discussion took place and the report was noted.

F.170 EXAMINING OF ACCOUNTS

The Clerk informed members that 28 payments are to be authorised, in the sum of £16,113.18. Councillors Chapman and Howard agreed to sign off the accounts after the meeting.

Recommendation: Councillors Chapman and Howard agreed to sign off the accounts after the meeting.

F.171 RISK ASSESSMENT DOCUMENT:

A copy of the reviewed Risk Assessment had been copied to all Councillors. Councillor Paveley informed members that the revised document is very realistic and reflects some of the comments made by the Internal Auditor. This document was accepted.

Recommendation: The Risk Assessment document is accepted.

F.172 UPDATE ON LOCAL GOVERNMENT SERVICES PAY AWARD 2025:

The Clerk informed members that the Local Government Services pay Agreement 2025 has been agreed and the new pay rates have increased by 3.20%, back dated to the 1st April 2025. As employers are encouraged to implement this pay award as swiftly as possible, this increase has been implemented in the August Payroll.

Recommendation: The Local Government Services Pay Agreement 2025 is noted.

F.173 SPECIAL EXPENSES 2026-27:

A copy of the Special Expenses for 2026/2027 had been circulated to all members. After discussion it was agreed that no changes are required.

Recommendation: No changes are required to the Special Expenses for 2026/2027.

F.174 PRE-PAYMENTS / CHARGES REVIEW

- a) Pre-Payments on bookings – Councillor Morgan briefed members and after discussion it was agreed that pre-payments would be taken on all bookings, except for football and cricket, which would be monitored for the rest of the season and reviewed after the end of the season. Also, a booking form is to be produced, with all terms and conditions included. Councillor Morgan to produce a Boat Park booklet detailing the virtues of having a Boat Park Space.
- b) Council Charges – Councillor Morgan briefed members, and after discussion it was noted that this was on-going.

Recommendation: Pre-Payments would be taken on all bookings, except for football and cricket, which would be monitored for the rest of the season and reviewed after the end of the season. Also, a booking form is to be produced, with all terms and conditions included. Councillor Morgan to produce a Boat Park booklet detailing the virtues of having a Boat Park Space.

F.175 EMERGENCY MAINTENANCE WORKS:

No emergency maintenance works had taken place.

F.176 FINANCIAL REQUESTS FROM THE FCA AND ENT TEAM:

The following financial requests from the ENT Team are as follows:-

Colin the Crab Signs	A request to the Finance Committee for 6 signs at £49.95 each.
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Much discussion took place and it was **agreed in principle** that the finances would be made available, however the content of the signs needs to be reviewed.

Recommendation: The finances would be made available in principle for the Colin the Crab signs, however the content of the signs needs to be reviewed.

Members were advised that the money for the hedgehog signs has already been agreed.

Members of the public then asked the following questions:-

Q1) The 20's Plenty signs are not legal. How much were the signs, and can you reuse them for something else?

A1) Councillor Morgan replied that as soon as we were alerted to an issue with cars and the signs, they were removed immediately. Councillor Howard added that the scheme is in conjunction with Town and Country Estate Agents, and this follows on from the many complaints the Council receives regarding speeding. We will be reviewing the scheme in the near future. Councillor Paveley added that the scheme was carried out in good faith, trying to make sure people do not get injured.

Q2) Where are we with the Heritage Pier, do you have to return the money?

A2) Councillor Morgan replied that the Council is still in consultation with the MMO and have asked them to confirm exactly what the issue is. They are very keen on the Waterside Strategy Group, and we have written to the Professor at Essex University regarding Aquaculture in Brightlingsea and the use of the Heritage Pier.

Councillor Chapman briefed members on the Lads Need Dads statue, which is to be placed in the Millenium Gardens. Tendring District Council are paying for the installation costs and have liaised with our Grounds Manager over the location. There will be no cost to Brightlingsea Town Council.

F.177 CLOSE OF MEETING: There being no further business, the meeting closed at 11.00 a.m.

Received by Council on: 21.08.25

Approved by Committee on:

Signed by Chairman:

Signed by Chairman:

Action Points from meeting:

Minute Number	Decision	Actioned by
F.170 – Examining of Accounts	Councillors Chapman and Howard agreed to sign off the accounts after the meeting.	Cllrs Chapman and Howard
F1.71 – Risk Assessment	The revised Risk Assessment document is accepted.	Accepted by Full Council
F.172 Update on Local Government Services Pay Award 2025	The Local Government Services pay Agreement 2025 has been agreed and the new pay rates have increased by 3.20%, back dated to the 1 st April 2025. This increase has been implemented in the August Payroll.	Town Clerk
F.173 Special Expenses	No changes are required to the Special Expenses for 2026/2027	Town Clerk to inform TDC
F.174 Pre-Payments	Pre-payments would be taken on all bookings, except for football and cricket, which would be monitored for the rest of the season and reviewed after the end of the season. Also, a booking form to be produced, with all terms and conditions included. Councillor Morgan to produce a Boat Park booklet detailing the virtues of having a Boat Park Space.	Town Clerk / Administrative Assistant Cllr Morgan
F.176 Financial Requests	Colin the Crab signs – The finances would be made available in principle however the content of the signs needs to be reviewed.	ENT Team

Brightlingsea Town Council



Treasury and Investment Policy

As agreed by Full Council on

TREASURY AND INVESTMENT POLICY

1. Background

1.1 Brightlingsea Town Council's Treasury and Investment Policy and its associated strategy are conducted in accordance with:

- i. The Local Government Act 2003 (The Act) and supporting regulations. This requires the Council to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- ii. The statutory guidance on local government investments (issued subsequent to the Act) which requires the production of an Annual Investment Strategy and gives guidance on how this should be completed.

1.2 It is uncommon for a Town Council to hold investments other than in the form of easily accessible bank deposits or other short-term savings accounts. These are often used to maximise income from cash balances during the financial year.

1.3 The legislation and association guidance are optional for Parish Councils where investments are not expected to exceed £100,000 and no action is required below £10,000. However, for Councils where the sums involved exceed £100,000, the guidance is mandatory.

2. Definitions

2.1 Investments – all investments of more than 12-months in duration. This is treated as capital and all sums involved must be used for capital expenditure when the investment period ends.

2.2 Treasury – all cash deposits held in bank accounts which excludes bonds of up to 12-months in duration.

3. Policy Objectives

3.1 The overriding policy objectives are:

- i. To invest prudently to ensure the security of the principal sums.
- ii. To maintain liquidity in the portfolio to meet the Council's spending plans.
- iii. To mitigate risk.
- iv. To seek the optimum returns available whilst remaining consistent with the proper levels of security and liquidity.

4. Investment Policy

4.1 The Council will not hold funds other than in bank accounts or deposit bonds of 12-months or less in duration.

4.2 No investments will be made in stocks and shares.

5. Treasury Policy

5.1 The Council will hold all its funds as cash deposits in bank accounts or bonds or CCLA Public Sector Deposit Fund.

5.2 A business account will be maintained with sufficient funds for day-to-day transactions to receive the precept and business income.

5.3 The maximum of the council's cash deposits which may be held with one institution must not exceed 60%.

Any exception to this limit must be approved by Full Council.

5.4 Full Council approval is required if a deposit is with an institution with which the Council does not already hold an account. The RFO has delegated authority to deposit funds with any of the Council's existing bankers and report this back to the Council.

5.5 A procedure for making a deposit can be found in Appendix A.

Appendix A

Procedure for Deposits

1. RFO to identify an appropriate deposit account or short-term bond with a financial institution that fits the Council's Treasury Policy. Any bonds should be capital sum guaranteed.
2. Approval of Full Council is sought if the deposit is with a financial institution not currently used by the Council.
3. The RFO actions the opening of the account and the setting up of the bank mandate for Council members to sign in accordance with the Financial Regulations.
4. The RFO actions the deposit/transfer of funds.
5. The transfer/deposit is reported to the Council.
6. At the end of the fixed term, the RFO has delegated authority to move funds into another bond with the same financial institution or with another council's bankers.

Procedure for Bank Transfers

1. Delegated authority is given to the RFO to make transfers between accounts of the same bank without prior approval of the Council.
2. Transfers between banks will follow normal payment procedure as detailed in the financial regulations.
3. Details of the transfers to be provided to the Council with the monthly Finance Report.

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 31/07/25 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	£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

RECEIPTS	Net	Vat	Gross
Council	£222,499.02	£3,969.53	£226,468.55
Total Receipts	£222,499.02	£3,969.53	£226,468.55
PAYMENTS	Net	Vat	Gross
Council	£145,575.78	£6,858.29	£152,434.07
Total Payments	£145,575.78	£6,858.29	£152,434.07

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£59,499.65
Business Premium (Client A/C)	£787.00
Business Premium (Reserve A/C)	£28,744.13
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,728.25
Instant Access Account	£43,826.95
Unity Current Account T2	£26,657.14
	£211,243.12
Total	£211,243.12

Signed
Chair

Jean Howard

S Chapman
Clerk / Responsible Financial Officer

Financial Summary - Cashbook

Summary of receipts and payments between 01/07/25 and 31/07/25 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	£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

Balances at start of period

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£37,208.94
Business Premium (Client A/C)	£843.81
Business Premium (Reserve A/C)	£28,744.13
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,547.13
Instant Access Account	£43,380.95
Unity Current Account T2	£55,467.89
Total	£217,192.85

RECEIPTS	Net	Vat	Gross
Council	£25,797.26	£339.51	£26,136.77
Total Receipts	£25,797.26	£339.51	£26,136.77
PAYMENTS	Net	Vat	Gross
Council	£30,331.68	£1,754.82	£32,086.50
Total Payments	£30,331.68	£1,754.82	£32,086.50

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£59,499.65
Business Premium (Client A/C)	£787.00
Business Premium (Reserve A/C)	£28,744.13
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,728.25
Instant Access Account	£43,826.95
Unity Current Account T2	£26,657.14
	£211,243.12
Total	£211,243.12

John Brown

S Chapman

Brightlingsea Town Council

Expenditure transactions - payments approval list Start of year 01/04/25

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details
13756	250731 StreetCars	£207.60	£207.60	1009/1	18/07/25	15094	Street Cars - 2 Tyres etc for Van
Sub Total		£207.60	£207.60				
Total		£207.60	£207.60				

Signature
Date

Shayma

Signature

jean H shaw

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
13791	250819 3C	£315.68	1004/1	12/08/25	3C - Computer Services 010825-310825	651305
13759	250919 3C	£297.68	1004/1	31/05/25	3C - Computer Charges etc 010625-300625	644524
13760	250919 3C	£315.68	1004/1	30/06/25	3C - Computer Charges etc 010725-310725	648785
		£929.04		3C - Total		
13761	250819 Alpha	£5,361.30	1500/2	11/08/25	Alpha Group - Works completed on Lido Shelter	1354
		£5,361.30		Alpha Group - Total		
13762	250819 Bsealnbloom	£121.00	1004/2	15/07/25	Brightlingsea In Bloom - Hanging basket, compost, plants	
		£121.00		Brightlingsea In Bloom - Total		
13764	250919 Cbillings	£120.00	1004/2	20/07/25	C Billings - New LED light in Office	2552
		£120.00		C Billings - Total		
13763	250819 CapelPlant	£138.00	1010/4	31/07/25	Capel Plant - Toilet on Allotments 010725-010825	157122
		£138.00		Capel Plant - Total		
13765	250919 Chronicle	£249.00	1000	19/07/25	Chronicle Publishing Services - June / July Edition of Chronicle	19479
		£249.00		Chronicle Publishing Services - Total		
13767	250819 CloudNext	£60.00	1007	31/07/25	Cloud Next Limited - .gov.uk Domain for website	250292
13768	250819 CloudNext	£7.20	1007	23/07/25	Cloud Next Limited - Renewal of hosted site - visitbrightlingsea.co.uk	249830
13769	250819 CloudNext	£19.17	1007	30/07/25	Cloud Next Limited - .uk Domain for visitbrightlingsea.co.uk	250275
13766	250919 CloudNext	£179.98	1007	23/07/25	Cloud Next Limited - Advanced Hosting of website	249829
		£266.35		Cloud Next Limited - Total		
13758	070825 CAS	£2,190.00	1350	07/08/25	Colchester Asbestos Services - Removal and disposal of ceiling in Preschool office, air test, reinstatement and skimming of office ceiling	CAS2051
		£2,190.00		Colchester Asbestos Services - Total		
13770	250819 ErnestDoe	£35.02	1010/2	09/07/25	Ernest Doe - Maintenance items	C52292

Signature

Date

18/08/25 11:00 AM Vs: 9/08/00

Signature

Page 1

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£35.02			Ernest Doe - Total	
13774	250819 Glasdon	£136.67	2000/5	08/08/25	Glasdon - Plaque for Memorial Bench	SI918166
		£136.67			Glasdon - Total	
13775	250819 HawardHor o	£300.00	1010/2	06/08/25	Haward Horological Ltd - Works to mend the Clock at Hard	4445
		£300.00			Haward Horological Ltd - Total	
13771	250819 JamesTodd	£72.96	1062/2	31/07/25	James Todd & Co Ltd - July 2025 Payroll Fee	82979
		£72.96			James Todd & Co Ltd - Total	
13772	250819 JulieFord	£240.00	1010/2	31/07/25	Julie Ford - Works to town beds - maintenance July 2025	BTC00020
		£240.00			Julie Ford - Total	
13777	250819 Tuckwell	£93.19	1010/2	06/08/25	P Tuckwell - Maintenance items	644681
		£93.19			P Tuckwell - Total	
13773	250819 PandPens	£18.50	1005	14/07/25	Porridge and Pens Ghana - Duplicate payment - refund	
		£18.50			Porridge and Pens Ghana - Total	
13776	250819 PremierSports	£720.00	1010/3	24/07/25	Premier Sports Turf Contractors - Seed football pitch	2757
		£720.00			Premier Sports Turf Contractors - Total	
13778	250819 RNEdwards	£400.00	1010/2	11/07/25	R N Edwards - Replace roof tiles on Hard Shelter	2252
		£400.00			R N Edwards - Total	
13779	250819 RobertCourse	£800.00	1090/3	10/07/25	Robert Course Landscape & Tree Services - Works to fell two willow trees	100725
		£800.00			Robert Course Landscape & Tree Services - Total	
13780	250819 Sibbons	£24.65	1010/2	23/07/25	Sibbons - Cement and Ballast	69761
13781	250819 Sibbons	£14.39	1010/2	28/07/25	Sibbons - Drill and bolts	69851
13782	250819 Sibbons	£44.85	1010/2	10/07/25	Sibbons - Maintenance items	69474

Signature

Date

18/08/25 11:00 AM V: 9.08.00

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Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
13783	250819 Sibbons	£31.90	1010/2	06/08/25	Sibbons - General Maintenance	70081
		£116.79			Sibbons - Total	
13784	250819 Spirals	£102.39	1006	14/08/25	Spirals - Stationery	
		£102.39			Spirals - Total	
13785	250819 TBSHygiene	£450.00	1200	11/08/25	TBS Hygiene Ltd - Dog Waste Collection 260725-290825	7313
		£450.00			TBS Hygiene Ltd - Total	
13786	250819 TopGlass	£14.00	1004/1	23/07/25	Top Glass Window Cleaning - Parish Hall Window Cleaning	230725
		£14.00			Top Glass Window Cleaning - Total	
13787	250819 TowerSecurity	£828.08	1090/1	30/07/25	Tower Security (Tendring) Ltd - Lock Up - July 2025	INV-16656
		£828.08			Tower Security (Tendring) Ltd - Total	
13790	250819 TravisPerkins	£32.69	1350	08/08/25	Travis Perkins - Wood, wood filler etc	102692411932.69
		£32.69			Travis Perkins - Total	
13788	250819 TwinSpark	£1,637.67	1500/2	14/08/25	Twin Spark Electrical Services - Electrical Works to Column next to Lido Shelter	MG/own/958
		£1,637.67			Twin Spark Electrical Services - Total	
13792	250819 Vaughtons	£377.22	1090/3	12/08/25	Vaughtons - Basic repair to Mayors Jewel	64629
		£377.22			Vaughtons - Total	
13789	250819 Würth	£156.71	1010/2	01/08/25	Würth UK Ltd - Graffiti remover	4036602787
		£156.71			Würth UK Ltd - Total	
Total		£15,905.58				

Signature

Date

18/08/25 11:00 AM Vs: 9.08.00

Signature

Page 3

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Planning Committee Meeting held at
The Parish Hall, Victoria Place, Brightlingsea on
Tuesday 29th July 2025 at 10.00 a.m.

Present:
Councillors:
J Howard (Chairman)
C Paveley (Vice Chairman)
M Barry, J Chapman, M Judson and R Morgan

018. APOLOGIES FOR ABSENCE: None received.

019. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 17TH JUNE 2025

The Minutes of the meeting held on 17th June 2025 were **approved** as a true record.

020. DECLARATION OF MEMBERS' INTERESTS:

The Chairman reminded members to declare interests where necessary.

021. TO MAKE RECOMMENDATIONS IN RESPECT OF PLANNING APPLICATIONS
SUBMITTED TO TENDRING DISTRICT COUNCIL UP TO AND INCLUDING 29th
JULY 2025:

The following applications had been received by Tendring District Council:

Application No:	25/01028/FULHH
Proposal:	Householder Planning Application – Single storey side and rear extension (following removal of existing single storey extension and garage)
Location:	7 Seaview Road, 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:	25/01016/FULHH
Proposal:	Householder Planning Application – Retention of detached single storey annexe
Location:	46 Park Drive, Brightlingsea

☐ Object ☐ Support ☒ Neutral

Reason for comment:

- ☒ Makes observations on the application – *Brightlingsea Town Council are concerned that this application is a retrospective application. Also, is it to be used for habitable use?*
☐ No comment on the application
☐ No objection to the application
☐ Objects to application
☐ Supports application

022. TO CONFIRM THE RECOMMENDATIONS, PREVIOUSLY MADE BY EMAIL, ON THE FOLLOWING APPLICATIONS:

Application No:	25/00960/TCA
Proposal:	Trees in a Conservation Area Notification – Trim Elder tree back to fence line, removing only the overhanging branches that extend into garden
Location:	Land behind 4 Ladysmith Avenue, Brightlingsea
Recommendation:	Support provided TDC Tree Officer agrees

Application No:	25/00952/VOC
Proposal:	Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 2 (Approved Plans and Documents), Compliance of Condition 3 (Mitigation to be agreed, RAMS), Condition 4 (Construction Methodology), Condition 5 (Provision of Cycle Parking), Condition 6 (Refuse Bins and Collection Areas), Condition 8 (Sustainable Efficiency Measures), and Condition 9 (Materials Details), and Removal of Condition 7 (Residential Travel Pack prior to occupation), of application 24/00975/FUL
Location:	7 Ladysmith Avenue, Brightlingsea
Recommendation:	Neutral

Application No:	25/00623/FULHH
Proposal:	Householder Planning Application – Garage conversion, front extension and access ramp for disabled user facilities
Location:	84 Campernell Close, Brightlingsea
Recommendation:	Support

Application No:	25/00901/VOC
Proposal:	Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (Approved Plans) of application 22/00275/FUL to add a bedroom to the loft area and install 2 no. new pitched roof windows and replacement of two sets of French doors with windows
Location:	Land South of Lower Marsh Farm, Folkards Lane, Brightlingsea
Recommendation:	Support

- 023 TO NOTE THE FOLLOWING APPLICATION WHICH IS ‘FOR INFORMATION’ ONLY:

Application No:	25/00967/HHPNOT
Proposal	Application to Determine if Prior Approval is required for a Proposed Larger Home Extension – Single storey rear lounge extension measuring 5m in depth, 4m high and 2.3m at the eaves, assessed under the Town and Country Planning (General permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 1, Class A
Location:	27 Western Road, Brightlingsea

This application was noted.

024. TO NOTE THE FOLLOWING TREE PRESERVATION ORDER:

Application No:	25/00001/TPO
Location:	19 Marennes Crescent, Brightlingsea
Date confirmed:	24 th June 2025

This TPO was noted.

025. CLOSE OF MEETING:

There being no further business to discuss, the Meeting closed at 10.24 a.m.

Received by Council on: 21.08.25

Approved by Committee on: 12.08.25

Signed by Chair:

Signed by Chair:

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BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Planning Committee Meeting held at
The Parish Hall, Victoria Place, Brightlingsea on
Tuesday 12th August 2025 at 10.00 a.m.

Present:

Councillors:

J Howard (Chairman)

C Paveley (Vice Chairman)

M Barry, J Chapman, M Judson and R Morgan

026. APOLOGIES FOR ABSENCE: None received.

027. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 29TH JULY 2025

The Minutes of the meeting held on 29th July 2025 were **approved** as a true record.

028. DECLARATION OF MEMBERS' INTERESTS:

The Chairman reminded members to declare interests where necessary.

029. TO MAKE RECOMMENDATIONS IN RESPECT OF PLANNING APPLICATIONS
SUBMITTED TO TENDRING DISTRICT COUNCIL UP TO AND INCLUDING 12TH
AUGUST 2025:

The following applications had been received by Tendring District Council:

Application No:	25/01031/FUL
Proposal:	Planning Application – Conversion of commercial premises to form 6 one-bedroom dwellings including parking and amenity area
Location:	126 New Street

☐ 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:	25/01106/HHPNOT
Proposal:	Application to determine if prior approval is required for a proposed larger home extension – Proposed single storey rear extension measuring 6m in depth, 2.6m height and 3m at the eaves, assessed under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 1, Class A
Location:	44 Park Drive, Brightlingsea

☐ Object ☒ Support ☐ Neutral

Reason for comment:

☒ Makes observations on the application – *If the proposed application is within permitted development, Brightlingsea Town Council approves this application.*

☐ No comment on the application

☐ No objection to the application

☐ Objects to application

☒ Supports application

030. APPLICATION NUMBER 25/01016/FULHH – ADDITIONAL INFORMATION:

Members discussed the additional information received from the applicant for application number 25/01016/FULHH. After discussion it was agreed that the following comments would be submitted to Tendring District Council:-

“Now we have received further details of the application, we are now minded to approve the application.”

Also to ask the applicant to ensure that they send in the additional information to Tendring District Council, for when they discuss the application.

031. CLOSE OF MEETING:

There being no further business to discuss, the Meeting closed at 10.22 a.m.

Received by Council on: 21.08.25

Approved by Committee on:

Signed by Chair:

Signed by Chair:

<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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Agenda Item 09 – Planning Decisions for Brightlingsea Town Council

<u>25/00620/FUL</u> Refusal - Full 16.07.2025 Delegated Decision	Mr Stuart Pudney Brightlingsea Town Council supported this application.	Planning Application - Conversion of an existing garage to create dwelling.	30 Queen Street Brightlingsea Essex CO7 0PH
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01 Paragraph 135(f) of the National Planning Policy Framework (2025) states that planning decisions should ensure that developments create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users.

Policy SPL3 (Part B: Practical Requirements) requests that new development (including changes of use) must meet practical requirements. By meeting certain criteria which includes that buildings and structures are designed and orientated to ensure adequate daylight, outlook and privacy for future and existing residents; and provision is made for adequate private amenity space, waste storage and recycling facilities, vehicle and cycle parking. Policy LP3(b) states new residential and mixed-use development (including conversions and changes of use) must achieve an appropriate housing density that has regard to the need for residential development to comply with the government's latest 'Technical housing standards - nationally described space standard'.

The statutory guidance on Technical Housing Standards (nationally described space standard) states that for a one-bedroom property serving two people on one floor, the minimum internal floor area should be at least 50m².

The proposal will result in the change of use of the existing garage into a one-bedroom dwelling, which includes an open plan kitchen/ dining and living room, and a separate bedroom and bathroom. The combined floorspace equates to approximately 29m², thereby falling far below the minimum requirements of 50m² as outlined above. Therefore, such a sized property would not provide future occupants with a high-quality of life. This identified harm is exacerbated by the lack of space to provide for the necessary private amenity area along with waste and recycling storage/disposal facilities. Overall, the proposal would therefore be contrary to the aspirations of the above local and national planning policies.

02 Paragraph 115 of the NPPF states that development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety.

Policy CP1 of the Tendring District Local Plan 2013-2033 states that planning permission will only be granted if amongst other things; access to the site is practicable and the highway network will be able to safely accommodate the additional traffic the proposal will generate, and the design and layout of the development provides safe and convenient access for people. Policy SPL3 (Part B: Practical Requirements) requests that new development (including changes of use) must meet practical requirements. By meeting certain criteria which includes that provision is made for adequate vehicle parking.

The application site currently forms a parking area that serves the wider development, and

<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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potential future development (as approved under 24/00048/FUL). This proposal alongside the current extant permission could result in 7 units on the site which would be served by only 4 spaces which are considered to be undersized and contrary to the Essex Parking Guidance Part 1: Parking Standards Design and Good Practice 2024.

The proposal fails to demonstrate sufficient parking provision at the site for the new unit and surrounding flats making users park on the nearby busy road known as Queen Street contributing to this existing congested area and therefore resulting in a significant disruption to highway safety which would be contrary to the above policies.

<u>25/00769/FUL</u> <u>HH</u> Approval - Full 18.07.2025 Delegated Decision	Mr James Kent Brightlingsea Town Council supported this application, however, are concerned that this is a large increase in floor size.	Householder Planning Application - Single storey rear extension (following removal of existing conservatory)	42 Campernell Close Brightlingsea Colchester Essex CO7 0TA
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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. 0280 A 001 - Site and Block Plan

<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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Drawing No. 0280 A 002 - Proposed Block Plan
Drawing No. 0280 A 100 01 - Existing and Proposed Elevations, Floor Plans and Section

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>25/00809/FUL</u> <u>HH</u> Approval - Full 21.07.2025 Delegated Decision	Mr Dan King Brightlingsea Town Council supported this application.	Householder Planning Application - Single storey side, rear and front extensions.	5 The Woodlands Brightlingsea Colchester Essex CO7 0RY
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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).

- o 0277-A-001 00 - Location and Block Plan
- o 0277-A-002 00 - Proposed Outline Plan
- o 0277-A-200 01 - Proposed Floor Plans and Elevations (inc. materials details)

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.

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.

<i>25/00960/TCA Approval - Full 25.07.2025 Delegated Decision</i>	<i>Edward Harris Brightlingsea Town Council supported this application, provided the TDC Tree Officer agrees.</i>	<i>Trees in a Conservation Area Notification - Trim Elder tree back to fence line, removing only the overhanging branches that extend into garden.</i>	<i>Land Behind 4 Ladysmith Avenue Brightlingsea Essex CO7 0PH</i>
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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.

<u>25/00764/FULHH</u> Approval - Full 31.07.2025 Delegated Decision	Mr Martin Sheath Brightlingsea Town Council supported this application.	Householder Planning Application - Retrospective planning to add a patio canopy to the rear of the property.	34 Richard Avenue Brightlingsea Essex CO7 0LX
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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).

Drawing No.s

Site Plan - Rec'd 19/05/25

Block Plan - Rec'd 27/05/25

Floor Plan - Rec'd 09/06/25

Elevations Plan - Rec'd 09/06/25

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. Town Hall Station Road Clacton on Sea Essex CO15 1SE 25/00764/FULHH 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.

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
<u>25/00623/FUL</u> <u>HH</u> Approval - Full 11.08.2025 Delegated Decision	Mr Isaac Keighley - C/o Ms Carolina Lavery Brightlingsea Town Council supported this application.	Householder Planning Application - Garage conversion, front extension and access ramp for disabled user facilities.	84 Campernell Close Brightlingsea Essex CO7 0TA

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 Town Hall Station Road Clacton on Sea Essex CO15 1SE 25/00623/FULHH 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 titled; Location Plan with the site outlined in red and at a scale of 1:1250 - Received 16/04/2025. – Drawing titled; Proposed Floor Plan - No. TB/02b – Drawing titled; Proposed Access Plan - No. TB/03c – Drawing titled; Existing and Proposed Front Elevation - No. TB/04 B – Drawing titled; Proposed Block Plan. No. TB11/B 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>25/00901/VOC</u> Approval - Full 14.08.2025 Delegated Decision	Mr Barry Martin Brightlingsea Town Council supported this application.	Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 2 (Approved Plans) of application 22/00275/FUL to add a bedroom to the loft area and install 2 no. new pitched roof windows and replacement of two sets of French doors with windows.	Land South of Lower Marsh Farm Folkards Lane Brightlingsea CO7 0SP
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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.
25/00901/VOC;

Drawing No. 0196-A-400 rev 02 22/00275/FUL;
Drawing No. 1525/P1/01 Construction Method Statement

REASON:

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

NOTE/S FOR CONDITION:

25/00901/VOC 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:

Should any asbestos containing materials be present on the development site, or used within the original construction of the building in question, it must be safely removed by a qualified contractor, with relevant transfer notes being obtained to confirm safe and responsible removal and disposal.

REASON: to ensure that any risks (to future users of the land and neighbouring land and to controlled waters, property and ecological systems) arising from any land contamination are minimised and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors

03 CONDITION:

If during construction/demolition works evidence of potential contamination is encountered, works shall cease and the site fully assessed to enable an appropriate remediation plan to be developed. Works shall not re-commence until an appropriate remediation scheme has been submitted to, and approved in writing by, the Local Planning Authority and the remediation has been completed.

Upon completion of the building works, this condition shall not be discharged until a closure report has been submitted to and approved in writing by the Local Planning Authority. The closure report shall include details of;

a) Details of any sampling and remediation works conducted and quality assurance certificates to show that the works have been carried out in full in accordance with the approved methodology.

b) Details of any post-remedial sampling and analysis to show the site has reached the required clean-up criteria shall be included in the closure report together with the necessary documentation detailing what waste materials have been removed from the site. Page 2 of 8
25/00901/VOC Page 3 of 8

c) If no contamination has been discovered during the build then evidence (e.g. photos or

letters from site manager) to show that no contamination was discovered should be included.

REASON - To ensure that any risks from land contamination to the future users of the land and neighbouring land are minimised.

04 CONDITION:

The building shall be sufficiently insulated to ensure internal noise levels accord with requirements set out within British Standard BS8233.

REASON - In the interests of the amenity of future occupants due to the proximity of the boarding kennels to the south.

05 CONDITION: Prior to the first occupation of the dwelling the proposed package treatment plant shall be installed and retained in full working order for the lifetime of the development.

REASON - In order to protect the water environment

06 PROVISION OF ELECTRIC VEHICLE CHARGING FACILITIES CONDITION:

Prior to first occupation of the dwelling hereby approved, a scheme for the provision of electric vehicle charging facilities shall have first been submitted to and approved in writing by the local planning authority. Thereafter the charging facilities as may be approved shall be installed in a working order, prior to first occupation.

REASON - In order to promote sustainable transport.

07 CONDITION: No unbound material shall be used in the surface treatment of the existing vehicular access within 6 metres of the highway boundary.

REASON - To avoid displacement of loose material onto the highway in the interests of highway safety.

08 CONDITION: Prior to occupation of the development the vehicular turning facility and parking area shall be constructed, surfaced, and maintained free from obstruction within the site at all times for that sole purpose.

Reason - To ensure that vehicles can enter and leave the highway in a forward gear in the interest of highway safety.

25/00967/HHP <u>NOT</u> Householder Prior Notification Required 12.08.2025 Delegated Decision	Mr Malcolm Keeble <i>This application was for information only.</i>	Application to Determine if Prior Approval is Required for a Proposed Larger Home Extension - Single storey rear lounge extension measuring 5m in depth, 4m high and 2.3m at the eaves, assessed under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 1, Class A.	27 Western Road Brightlingsea Colchester Essex CO7 0HZ
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01. The works must be carried out in full accordance with the plans and information provided to the Local Planning Authority with the notification application (including the accompanying application form), as follows:

- Drawing No. EPR-4025-PRO-1002 - Proposed Elevations
- Drawing No. EPR-4025-PRO-1003 - Existing and Proposed Ground Floor Plan
- Proposed Block Plan - Rec'd 27/06/25
- Site Plan - Rec'd 27/06/25

02. The development must accord with all other relevant limitations and conditions which apply to other rear extensions allowed under permitted development. These are set out in Class A, and include for example, the requirement that the extension must be constructed using materials of a similar appearance to those used in the construction of the rest of the house. The development must not exceed 4 metres in height and the eaves of the extension must not exceed the height of the eaves on the existing property.

Town Clerk's Report – Agenda Item 11
Council Meeting 21st August 2025

Issues requiring action:

- 1) A letter of thanks has been received from the Brightlingsea Carnival Association for allowing them to use the Bayard Recreation Ground to hold the Carnival Day this year. They are now requesting permission to use the Bayard Recreation Ground for its Carnival Day on Saturday 20th June 2026. They will also be having a street procession with the same route as 2025.

Issues reported since the last meeting:

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

Missing Bollard outside Baldwins – Victoria Place – 2986555 – 18.07.25

Missing Bollard outside Baldwins – Victoria Place – 2986564 – 18.07.25

Leak reported via ECC (Affinity Water) waiting for permit – outside Brightlingsea Community Centre, 2986916 – 21.07.25

Pothole in slip road, Victoria Place, in line with tyres – 22.07.25 – 2987193.

Sinkhole appearing at top of Sydney Street nr to Yachtsmans Arms in middle of road at Junction – escalated by ECC after calling it in – reference 2988231 – 29.07.25.

Raised Beds overgrown/untidy – Planton Way/Beacon – 15.08.25 – 2990960.

Resident raised enquiry again re Willow Tree in Marsh Way – gave emergency no and ref and await response – will re-forward to AG with up to date information – 18.08.25.

Tendring District Council:

Reported fly tipping in Hall Cut – 11.08.25.

Reported bin at nr Basketball Court as not being emptied over the weekend – TDC are looking into this matter – 13.08.25.

Reported Lozenge – rubbish has been flytipped again including a carpet/bags etc – 18.08.25.

Affinity Water/ECC/Drains:

Ongoing issue with leak outside Community Centre – waiting for permit – now Fixed.