

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Council Meeting held at
The Parish Hall, Victoria Place, Brightlingsea,
on: Thursday 18th September 2025 at 7.00pm.

Present:

Councillors

C Paveley (Mayor)

R Morgan (Deputy Mayor)

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

In attendance:

Tracey Pulford – Town Clerk

County Councillor Alan Goggin

10 Members of the public

63. APOLOGIES FOR ABSENCE:

Apologies received from Councillors Court, Howard and Steady.

64. TO RECEIVE THE MINUTES OF THE MEETING HELD ON THE 21ST AUGUST 2025 AND TO CONFIRM AS A CORRECT RECORD:

Councillor Morgan proposed that the Minutes of the meeting held on the 21st August 2025 were accepted as a true record. Seconded by Councillor Mitchell. Agreed.

65. MAYORS ANNOUNCEMENTS:

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

66. DECLARATION OF MEMBERS' INTERESTS:

The Mayor reminded Members to declare interests when necessary.

67. UPDATE FROM COUNTY COUNCILLOR GOGGIN:

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

- Today Essex County Council made their recommendation on the Unitary Council. All recommendations to the Government need to be in by the 26th September 2025. There was an overwhelming majority vote for 3 Unitaries. There is nothing to say that the Government will accept this or will override this. The Mayor asked when the decision is likely to be published? County Councillor Goggin replied March. Councillor Barry added that they will go out to consultation between now and January/February, with the decision being made in March and the Order made in July. He added that some good information is coming back from Colchester, who held their meeting on Monday night, Tendring have held theirs, and Braintree have held theirs.
- Many roadworks have taken place in the town, including Dover Road, Manor House Way, Church Road and the Bollards at the Church.
- There is an issue with flags being flown around the town. The official line from Essex County Council is that if Essex County Council deem them to be a hazard, or over population,

they have the right to remove them. If the flags are on lampposts, Essex County Council could come along and take them down but if they are not causing a hazard, Essex County Council will not take them down. He added that some people like them, some do not.

- The bridge at Alresford currently has a 7.5T limit, the department dealing with it are now recommending an 18T limit, this will mean that the bigger lorries will come down that road. The Railway Company quoted a figure of £30M to repair the bridge, which dates back to 1932-1933.
- The Thorrington Parish Council meeting was cancelled as it was not quorate.
- Attended a site visit in Lime Street, along with several other Town Councillors. I have submitted some questions and requests and am waiting for the responses.
- Pleased to confirm that Bellfield Avenue resurfacing is finished.
- Lufkins Farm Crossroads – Signs are being refreshed. We are also looking to see who owns the trees on the left-hand side as you come out.
- One of my Clerks at Thorrington was verbally abused. There is a department at Essex County Council who are dealing with this. Abusing staff at any level is totally unacceptable. If anyone is verbally abused, please let me know.

Members of the public asked the following questions:-

- Could you read Thurrock's Business Plan and report back to us. Are the Government paying for these consultants out of tax payers' money and not the rate payers' money?
County Councillor Goggin replied that tax payers and rate payers' money is the same thing. The statistics are the key points, I made focus on 3 implication costs £74M, the others £89M and £106M. Three Unitaries total net benefit over 5 years is £86M, for the others it is a £21m loss and £114m loss. Councillor Barry said that the figures you are quoting were released 24 hours before the deadline and are ludicrous in his opinion. Looking at some of the pay back times on 3, it was 2.7 years, 6.1 and 53.6 on the others. There is a lot still to be determined.

68. 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 Chapman – I am Group Leader of the Independent Group, and as a group we supported 5 Unitaries, and this went through Cabinet last week. If anyone wants a copy, I have a copy of the Agenda with all the write-ups included. Councillor Barry added that we supported this and would be happy to discuss further if needed. He said that a meeting with Town Councillors and the Corporate Director of Tendring District Council is taking place next week. The mantra and position of Tendring District Council is that throughout all of this we want to leave Tendring the best for everyone. We are looking at Tendring assets in the Town and need to come to an agreement on who can ascertain those. It has been a complete and utter nightmare for some officers. However, without any indication on which cast the Government will agree, we stick by 5, working with Colchester and Braintree. He added that Tendring already works closely with Colchester and Braintree on a number of procurement and contract issues. Councillor Morgan added that it will be a Government decision, Essex and Tendring have made their submissions, did Essex and Tendring recognise the importance of local Town Councils and promote them? Councillor Barry replied that it is not about the bigger picture, that has been clear from day one. When we put the submission in to the Chief Executive in April about the assets of the town, both potential outcomes were to transfer or ownership. We have not had any further discussion since then but hopefully the meeting next week will be a starter and lead on to further discussions and negotiations, with hopefully a set of proposals earlier in the new year. The last time something like this happened was in 1974.

69. 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 15th September 2025. The Facilities & Community Assets Team report was then accepted, and the following recommendations were **agreed**:-

- MMO – Councillors Morgan and Paveley would formulate the response to the MMO covering 4 points including the University of Essex use, Mersea Oysters, the increased activity and the agreement in principle from the Harbour Commissioners for the Waterside Development Strategy Group.
- Batemans Tower Café – A response would be sent to the Architect, thanking them for the update, advising of the next Facilities and Community Assets Team meeting so an update can be given at that meeting and scheduling the 3 monthly meeting (in person).
- Lower Park Playing Fields – Councillor Atkinson would go and have a look and view where the container could be relocated to. If relocation is possible, the Council would then write to the Rugby Club stating that the container is in the Scouts demised area and is it feasible to be moved to another area, yet to be identified, on Lower Park.
- Community Centre – Write to the Community Centre as follows:
“Brightlingsea Town Council have received representations from local residents and visitors to the town regarding your outside activities. Can you please assure the Council that you have the relevant licensing permissions and insurances in place in relation to the siting of inflatables and their supervision, the commercial stalls and the broadcast of music from an outside bar. Could you please provide copies of the relevant licenses and insurances. We are keen to work together to address any arising issues and would like to arrange a meeting with yourselves.

Councillor Barry spoke about the Western Promenade Working Party (WPWP), and how this is a very important group, and part of the Facilities and Community Assets Team. Councillor Pentney asked to join the Western Promenade Working Party. **Agreed**.

Environment & Transport Team – Councillor Mitchell, in the absence of Councillor Howard, briefed members on the meeting held on the 11th September 2025. The Environment & Transport Assets Team report was accepted, and the following recommendations were **agreed**:-

- Small Animal Wildlife Signs – Ask County Councillor Goggin for an update post the Local Highways Panel meeting on the 26th September.
- 20's Plenty Placards – Councillor Steady would come back with different designs and ideas, and whether or not any additional costs would be involved with this initiative.
- No Entrance Signs at Victoria Place/War Memorial – Ask County Councillor Goggin for an update.
- Colin the Crab Signs – The redesigned poster would go to the Finance Committee for approval.
- Bus Stop at Olde Forge – Pass this item to County Councillor Goggin, as well as the bus stop on Brightlingsea Road, Thorrington, opposite Quenby, as the stop is full of weeds, covered by hedges, very overgrown, not well lit and is obscured from the road.
- Telraam Traffic Data Comparison – A meeting would be arranged with Telraam, Essex County Council Highways, County Councillor Goggin and the Town Council to discuss the Telraam/Speed and Volume Survey etc.
- The Telraam device would be moved to another part of the town, to start recording traffic data.

- Street Lights – Robinson Road – If further complaints are received, the ENT Team would look into this further.
- Sunshine Coast Greenway Cycling and Walking Route – Councillor Court to brief Councillors, half an hour before the next ENT meeting, on the scheme.

Welfare & Residents' Services Team – Councillor Chapman briefed members that Covid and Flu vaccinations will be taking place at the YMCA during October, November and December 2025. She added that no appointment is necessary, you can just 'walk-in'. Also, Brightlingsea has had the biggest uptake so far.

Communications & Tourism Team – Councillor Carr reported that two meetings had been held since the last Full Council meeting. The results of the Town Survey have been summarised by Councillor Paveley, and the next meeting will discuss how to advertise these. Councillor Paveley added that some of the key issues mentioned are the cleanliness of the town, emptying of bins and the general state of the town.

70. TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE MEETING HELD ON 16TH SEPTEMBER 2025 AND TO CONFIRM THE RECOMMENDATIONS THEREIN:

Councillor Morgan proposed that the Minutes of the Finance and Property Meeting held on the 16th September 2025 are accepted as a true record, and the recommendations (as written below) be accepted:

- Credit Control as of 31.8.25 - Write-off £30.24 for the use of the Heritage Pier.
- The non-payment for Boat Park space 91 would be written off, as the boat has gone missing. Also to ask the Harbour Commissioners if they paid for the space during 2024/2025.
- Model Boat Club License – The invoice would be proportional to the usage of the lake.
- Brightlingsea Rugby Club – Councillor Morgan to take this forward.
- Examining of Accounts – Councillors Chapman and Morgan agree to sign off the accounts after the meeting.
- Completion of the Limited Assurance Review for the Year Ended 31st March 2025 – The External Auditor's Report and Certificate was noted.
- The sale of Beach Hut 312 has been sold for the sum of £15,500.00.
- Members Allowances for 2025/2026 would remain at £552.00 for Councillors and £696.00 for the Mayor.
- Colne Yacht Club – Firework Display Sponsorship – Although the Council are very supportive of this event, Councillors will be individually attending and supporting. Unfortunately, the Town Council is not able to donate at this time.
- Tendring District History Recorders – The Town Council could not offer a donation at this time, however, would pass on the details to the Brightlingsea Museum.
- Emergency Maintenance Works – The replacement of the whole engine at a cost of £1,000, subject to availability, is the preferred option.
- Financial requests from FCA and ENT Teams – Colin the Crab Signs are reworded "take your kit with you" to "responsible disposal of crabbing lines" and to remove the words "brought to you by". Also, the signs should be of A3 design.
- Men's Shed Lease – A meeting would be arranged at the Men's Shed with Councillors Morgan and Carr to discuss further.

Seconded by Councillor Carr. Agreed.

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

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

General Current T2 Account – under delegated authority to the Finance Committee 17 payments totalling £5,054.35 have been authorised and paid, and statement of balances on the following accounts be accepted:-

Barclays Current Account (XXXX7055)	21,877.91
Barclays Premium Account (XXXX8295)	28,744.13
Barclays Premium Account (XXXX9433)	637.00
CCLA Public Sector Deposit Fund	51,913.96
Instant Access Account (XXXX0373)	43,974.95
Current T2 Account (XXXX0360)	37,180.91
Making a total of	184,328.86

Income for August 2025	17,411.86
Expenditure for August 2025	44,326.12
Income to date 1 st April – 31 st August 2025	243,880.41
Expenditure to date, 1 st April – 31 st August 2025	196,760.19

Employee payments paid for the month of August 2025 were:	20,351.61
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Seconded by Councillor Chapman. **Agreed.**

72. TO RECEIVE AND APPROVE THE MINUTES OF THE PLANNING MEETING HELD ON THE 26TH AUGUST AND 9TH SEPTEMBER 2025 AND NOTE THE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL:

Councillor Paveley proposed that the recommendations in the Minutes of 26th August and 9th September 2025 be agreed by Council, together with the planning decisions from Tendring District Council. The Minutes were then seconded by Councillor Morgan. **Agreed.**

Councillor Chapman informed members on the following:-

- The Local Plan ‘call for sites’ has received 400 sites, which has been cut down to 190. Tendring District Council will go out to consultation sometime in October. There are six sites for Brightlingsea.
- The Planning Application for Lime Street has been withdrawn, under section 74 – it was an illegal application, for change of use. They had to ask for planning permission in the first instance. Essex County Council have said that they would not support this application as it would increase traffic movements on a right-of-way.

73. QUESTIONS FROM THE PUBLIC:

Question 1 – The Essex Association of Local Councils has its AGM on the 25th September. They have a guest speaker on Devolution. Who is the Councils representative?

Answer 1 – The Mayor replied that Councillor Court is the Councils representative, and both him and myself will probably be attending the online AGM.

Question 2 – Has the Emergency Plan been updated to include Resilience Terrorism?

Answer 2 – Councillor Chapman replied that there was a meeting last night and she believed that Resilience was being discussed. Unfortunately, she was unable to attend, however as soon as the minutes come through, she will let the resident have a copy.

Question 3 – There is a problem with one of the break waters outside the beach huts. Who do we contact about this?

Answer 3 – Councillor Barry replied that seafronts are a Tendring District Council matter, and he will raise the issue with the relevant team. The resident added that the defect is opposite beach hut 194, is very broken, and needs making safe.

74. TOWN CLERK'S REPORT:

The report was noted.

Before the meeting closed, the Mayor informed members that on Tuesday the Police District Commander came here to talk to members about Brightlingsea. They congratulated Brightlingsea for the low number of reports, crime is down 12%. We had a long conversation on graffiti, bad behaviour and numerous other issues and apparently Tendring District Council has a very good Anti-Social Behaviour Team, which you can report to, and they will look into it. They have been very effective in the past. However, Anti-Social Behaviour does not constitute a criminal offence. He said that the Council will publish the phone number and email address on the website. They also mentioned the Essex Extra Eye Scheme and if you have any information, CCTV, dash cam or other footage in relation to an incident, then please get in contact with the Police. You can submit a report online or by using their Live Chat Service. This scheme is not being used enough at the moment.

Post meeting note:

You can report Anti-Social Behaviour to:-

Tendring District Council by telephone on 01255 686359 or email: asb@tendringdc.gov.uk

Essex Police on 101 or look for the live chat icon on the Essex Police website

75. CLOSE OF MEETING:

There being no further business, the meeting closed at 8.05 pm.

Chair

Date: 16th October 2025

Mayor's Report:

Attended the following:

25 th August	Opened the Town Show
6 th September	Fresh Air Festival, along with other Councillors, Tendring District Council Cabinet members, and the Mayor of Harwich
7 th September	Opened the Classic Car Show and Fun Day
16 th September	Meeting with Chief Inspector Stuart Austin, his Local Policing Team, Tendring District Council ASB Officers, Essex County Fire & Rescue Service and Town Councillors
17 th September	CSVt AGM

Also made a number of visits to Lime Street concerning the fires and planning applications for the area.

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
13842		£315.68 1004/1	12/09/25	3C - Computer Service Charges 010925-300925	653537
		£315.68	3C - Total		
13829		£96.00 1350	01/09/25	C R French - Gas safety check at Pre School, Bayard Rec	768
		£96.00	C R French - Total		
13827		£126.00 1010/4	31/08/25	Capel Plant - Toilet on Allotments 010825-010925	157261
		£126.00	Capel Plant - Total		
13828		£249.00 1000	30/08/25	Chronicle Publishing Services - 1/2 page advert August/September edition	19502
		£249.00	Chronicle Publishing Services - Total		
13843		£1,140.00 1005	29/08/25	D.M. Jackaman - Works re drainage at Lower Park Playing Fields	
		£1,140.00	D.M. Jackaman - Total		
13830		£2.03 1010/2	05/08/25	Ernest Doe - Maintenance items	C53529
		£2.03	Ernest Doe - Total		
13831		£72.96 1062/2	29/08/25	James Todd & Co Ltd - August 2025 Payroll Fee	84454
		£72.96	James Todd & Co Ltd - Total		
13832		£60.00 1010/2	31/08/25	Julie Ford - Town Beds Maintenance - August 2025	BTC00021
		£60.00	Julie Ford - Total		
13845		£8.74 1009/1	12/09/25	P Tuckwell - Oil for petrol engines	2486
		£8.74	P Tuckwell - Total		
13834		£1,260.00 1001	26/08/25	PKF Littlejohn - Limited Assurance Review AGAR 31.3.25	SB20250984
		£1,260.00	PKF Littlejohn - Total		
13835		£8.50 1010/2	22/08/25	Sibbons - Maintenance items	70467
13836		£200.56 1010/6	01/09/25	Sibbons - Security Fencing for boat park - Japanese Knotweed	70614
		£209.06	Sibbons - Total		
13844		£360.00 1200	03/09/25	TBS Hygiene Ltd - Dog Waste Collection 300825- 260925	7457

Signature



Signature



Date

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

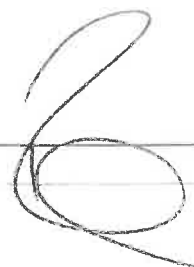
No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£360.00			TBS Hygiene Ltd - Total	
13837		£20.00	1007	03/09/25	Tendring District Association Of Local Councils - Affiliation Fee Request 25-26	
		£20.00			Tendring District Association Of Local Councils - Total	
13833		£135.60	1006	21/08/25	The Business Supplies Group - Stationery	01769559
		£135.60			The Business Supplies Group - Total	
13838		£12.00	1010/2	22/08/25	Top Glass Window Cleaning - Bus Shelter Cleaning	220825
13839		£14.00	1004/1	22/08/25	Top Glass Window Cleaning - Parish Hall window cleaning	220825
		£26.00			Top Glass Window Cleaning - Total	
13840		£854.80	1090/1	30/08/25	Tower Security (Tendring) Ltd - Gate lock up - August 2025	INV-16801
		£854.80			Tower Security (Tendring) Ltd - Total	
13841		£118.48	1010/2	18/08/25	Travis Perkins - Maintenance items	1027475115
		£118.48			Travis Perkins - Total	
Total		£5,054.35				

Signature

Date

S Chapman

Signature



Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 31/08/25 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	<u>£137,208.64</u>

RECEIPTS	Net	Vat	Gross
Council	£239,259.54	£4,620.87	£243,880.41
Total Receipts	<u>£239,259.54</u>	<u>£4,620.87</u>	<u>£243,880.41</u>
PAYMENTS	Net	Vat	Gross
Council	£187,314.40	£9,445.79	£196,760.19
Total Payments	<u>£187,314.40</u>	<u>£9,445.79</u>	<u>£196,760.19</u>

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£21,877.91
Business Premium (Client A/C)	£637.00
Business Premium (Reserve A/C)	£28,744.13
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,913.96
Instant Access Account	£43,974.95
Unity Current Account T2	£37,180.91
	<u>£184,328.86</u>
Total	<u>£184,328.86</u>

Signed

Chair

Clerk / Responsible Financial Officer



Financial Summary - Cashbook

Summary of receipts and payments between 01/08/25 and 31/08/25 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	£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
Total	£211,243.12

RECEIPTS	Net	Vat	Gross
Council	£16,760.52	£651.34	£17,411.86
Total Receipts	£16,760.52	£651.34	£17,411.86
PAYMENTS	Net	Vat	Gross
Council	£41,738.62	£2,587.50	£44,326.12
Total Payments	£41,738.62	£2,587.50	£44,326.12

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£21,877.91
Business Premium (Client A/C)	£637.00
Business Premium (Reserve A/C)	£28,744.13
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,913.96
Instant Access Account	£43,974.95
Unity Current Account T2	£37,180.91
Total	£184,328.86

Total




Mayor's Report:

Attended the following:

22 nd September	Meeting with Lime Street residents
26 th September	Meeting with the Organisers of the Fresh Air Festival, with Grounds Manager
10 th October	Meeting with a resident of Lime Street
15 th October	Meeting with residents of Lime Street

	AG brief notes for parish meetings. Brightlingsea & St. Osyth. October 2025.
	 <i>“I often attend meetings, & take calls on your behalf”</i>
	<u>FUTURE ITEMS PLANNED.</u> 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. Different presentations from variety of Councils. Residents information being supplied. Much good detail, but many pages to study. Assumptions differ in separate areas and divisions Coroner’s report for Flag Hill to override most traffic plans and budgets. Result is unbudgeted item from B1027 plans. Now fully covered.
1	Oct 14. ECC Full council meeting. Chelmsford. Quarters 1 & 2 budgets are forecasting a shortfall of less than 1% across whole budget, by end of year. Very small by big numbers standard. Planning to recover. Afternoon AG resident’s clinic. [B] Library at B’sea. Residents from Tower St with gardens in Lime Street. Some unexpected details and history. TDC handling planning. Cllr. Chapman praised by residents for help to date. ECC approved purchase of gardening equipment to be used in new agreement. First aid courses offered. [B]. Works programme agreed. Similar to some other parishes. Initial sites need to be identified for on the site training.
2	Oct 13. Site visit white line team. Town centre Victoria Place one-way system. Options put forward [B]. Can’t believe we now have cam pictures of 3 different ways of going the wrong way round! Designs including arrows being prepared. [B]
3	Oct 9. Victoria Place. New potential signage discussed around Victoria Place [B]. Site visit agreed. Lime Street [B]. Public right of way [PROW] clarified. Advise all.
4	Oct 8. School sports field parking when rugby & football @ home. Referred Clerk to NEPP [B]
5	Oct 6. Press release B’Sea Chronicle – Public consultation devolution

6	Oct 2. Evening Parish meeting Gt. Bentley. Update Lufkins Farm. [GB]
7	Oct 1. Place services briefing for new Highways Contract. Commercially sensitive. Targets and service levels to discuss. Ringway Jacobs 2026 Evening Parish meetings Thorrington & Alresford. Bus Shelters [T] Advised micro-surfacing B1029 November [T & GB].
8	Sept 30. Query from resident Point Clear path. Referred to Clerk [S.O] Further question Lime Street. [B] Abandoned vehicles questions from Clerk [T] referred Tendring
9	Sept 29. Scrutiny board. Next meeting PSEG includes review Clacton waste booking system. No news yet from local Quarries discussions.
10	Sept 26. End of Quarter 2 meeting for LHP. My division has most schemes going forward to be completed during quarters 3 & 4. Lufkins, Flagg Hill, B1027 & wild Life signs [hedgehogs]. It has been a good quarter 1 & 2 with some major Capital works. Point Clear Road & B1027 – St. Osyth. Church Rd Brightlingsea. In evening attended Chairmans evening at Felstead School. Many of the fabulous volunteers from all over Essex.
11	Sept 24. AG submitted members initiative sites for November. PROW report back from ECC. Dispute re public right of way in Lime St.
12	Sept 19. Phone calls to AG about “hate” crimes around flying of flags. ECC view not changed. They will not remove unless they are a danger. If danger to vehicles/pedestrians, or confusing CLUTTER – yes they will be taken down. Concern is extra publicity and probability that removed flags will be replaced with extra social media coverage.
13	Sept 18. Emergency Full meeting ECC. Propositions and arguments. Separate propositions submitted with evidence for unitaries X 3 or 4 or 5! Named vote. On final reflection, I voted for 3. That was largest choice. Mainly around sustainability. Submission on time for Govt deadline. They will make final choice and recommendation. May be as late as Marh 2026. In evening I attended Brightlingsea Town Council monthly parish meeting. Much discussion same subject. Good public understanding of Govt. stance.
14	Sept 16. AG attends St. Osyth Parish meeting. Brought forward.

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 cllr.alan.goggin@essex.gov.uk or alan@goggin.co.uk 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
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Councillor Mick Barry

- 1) 22.9.25 – *Visit to Tendring Stroke Support Services Head Office* – meeting with CEO Diane Boyd re initiative to provide specialist rehab programmes at local gym in B'sea. I am supporting by allocation of funding through Sport and Activity Strategy.
- 2) 24.9.25 – *Organised and chaired briefing re ECC Local Nature Recovery Strategy*, which was published in July. Attended by Cllrs Mitchell and Pentney and local cllrs from Wivenhoe & St. Osyth. Local activists and BTC Grounds Manager also in attendance to hear presentation by Elias Watson LNRS co-ordinator from Essex County Council.
- 3) 25.9.25 – *Organised meeting with TDC Corporate Director Gary Guiver and Assets Manager Jennie Wilkinson to discuss **Local Govt Reorganisation and impact upon BTC**. Used submission from April as basis for discussion and highlighted a number of further questions and queries regarding potential asset transfers to BTC. **Submitted follow up paper (attached to this report)** – LGR working group will await response, reconvene Town Councillors for briefing meeting and continue dialogue into November.*
- 4) 26.9.25 – Full Cabinet Princes Theatre Clacton. Some very important and positive issues discussed and supported. **Hartley Gardens – Draft Supplementary Planning Document** – provides a framework for development of 1700 homes and infrastructure. Shaping emerging masterplan and stating what council will expect from developers. Really well written document. Copy available if any cllrs interested. I also seconded the adoption of the new **Health and Wellbeing Strategy**. Sets out a vision for promoting the health and wellbeing of our residents over the next five years. Key elements around building partnerships and collaborative working locally, regionally and nationally. Aligns very well with Sport and Activity Strategy and provides joint funding to promote initiatives across the district.
- 5) 29.9.25 – Meeting with officers and local football club officials from FC Clacton and Frinton and Walton FC to discuss pitch and changing facilities across district.
- 6) Meeting with Town Cllrs to draft LGR response.
- 7) 30.9.25 – meeting with leader of council regarding local LGR issues related to B'sea. Supported by Cllr Atkinson.
- 8) 1.10.25 – Portfolio meeting with officers. Agreed executive decisions re funding to support Health and Wellbeing programmes, also funding re boiler replacement Clacton Leisure Centre (old oil boilers being replaced by govt funded energy efficient heat pumps, solar etc.) Playzones delivery on track, business plans being prepared.
- 9) 1.10.25 Meeting re Active Wellbeing Fund – creation of jointly funded investment across district in pilot projects aligned with strategic aims and objectives. Looking to visit five focus areas to determine local needs and funding options. Using Sport for Confidence and Social Value indicators to inform potential outcomes.
- 10) 1.10.25 – meeting with officers re open space and garden management. Further discussions re car park management and costs, future of NEPP under LGR.
- 11) 2.10.25 – Briefing re Jaywick Sands open space plans.
- 12) 6.10.25 – Site visit B'sea Gym with Stroke rehab staff, nurse, physio to discuss recovery programme for local residents. Meeting with officers to discuss funding options.
- 13) 7.10.25 – meeting with Prof Camilla Knight – Greenhouse Charity – national organisation providing sports mentoring and training for children with social, behavioural and welfare problems. Looking to expand operation into Coastal Communities and areas with particular needs. Great potential for our area.
- 14) 9.10.25 – briefing with TDC officers to cover leave over next three weeks.
- 15) 9.10.25 - Online meeting with Tracey Vickers, Head of Sustainable Transport Essex County Council, and her support staff regarding Active Travel and footpath development along Tendring coastline. Cllr Mat Court and Cllr Rik Andrew (Wiv) also in attendance.
- 16) 9.10.25 – Meeting with Shirley Anglin Public Rights of way officer Essex County Council. Also present Roy Read Footpaths Officer ECC and Charlie Colwell, Sport and Activity Manager TDC. Key discussions re problematic **King Charles III Coastal Path** Development. The 2700 mile route around English coastline is near completion apart from stretches in Essex – Particularly from Salcott to Jaywick (includes stretches around

Agenda Item 06 – Tendring District Councillors report

Brightlingsea) and Jaywick to Harwich. Trying to understand reason for delays and problems in completion. Have also had briefings with Regional Organise for Natural England who are providing 100% funding for project. I had written to ECC Portfolio Holder for Transport, Tom Cunningham, on two occasions asking for advice and information but had not received a reply.

Councillor Jayne Chapman

24.09.25 - All Members briefing

26.09.25 - Cabinet

08.10.25 - Members training cyber security

09.10.25 - Pre Human Resources and Council Tax Committee meeting. Update on Safeguarding Policy. Update on Stress Management Policy while moving towards LGR and update on Career Track. 41 apprentices in place at TDC and 7 new apprentices about to start.

TDC has 763 members of staff.

Councillor Graham Steady

23/9 Community Leadership Overview and scrutiny Committee

Presentation given by Dr Emily Murray Essex University on youth mental health issues in coastal areas.

Report given by Assistant Director Sport Culture and Health to highlight mental health services available children and young people.

25/9 Audit Committee Reports from Internal Auditor, External Auditor Interim Annual report and Corporate Director Table of Outstanding Issues.

25/9 TDC Assets meeting with officers and BTC councillors.

Recordings of TDC meetings available on TDC website

From BTC 3.10.25

LGR – Questions relating to Asset Transfer

Figures related to income from Beach Huts and Car Parks have been provided. No figures related to actual costs have been provided yet. It is accepted that a precise figure for an individual unit e.g a toilet will be difficult to calculate but some best estimate would be useful.

Some questions arising from our initial meeting.

Beach Huts

Gross revenues

Have been provided for 249 units on TDC land and 42 units on BTC land

Expenditure:

Can it be confirmed that NNDR is recharged to unit owners

Estimate of expenditure of maintaining or upgrading local infrastructure last five years

TDC management and/or administration costs other than billing

Insurance cover by type

Typical unit lease/license and position re leases

Specification and enforcement over last five years

Carparks

Recent gross revenues have been provided for:

Tower St

Promenade Way

Oyster Tank

West Prom (grass) - Include totals before BTC contribution

Victoria Place

Would it be possible to provide gross enforcement/penalty income figures as well?

Expenditure Questions:

NNDR each area

Costs of maintaining or upgrading areas last five years including drainage

TDC management and/or administration costs

Costs/commissions/licenses of billing systems and associated equipment

Insurance cover by type

Payroll and enforcement costs

Opening times and lock up/security charges

WC's (3no)

Expenditure:

Confirm that all NNDR is credited to zero

Operational staffing costs/contracts, opening times and lock up charges

Details of recent consumable costs and any maintenance contracts

Utility charges, power, water and foul drainage

TDC management and/or administration costs

Repair/renewal costs and insurance claims last five years (separately identify vandalism)

Insurance cover by type

Promenade Way Infrastructure

Regarding the actual Promenade this was mentioned as a possible asset transfer.

Question - as a structure does it form part of a TDC responsibility as a Coastal Defence Authority? There is a sense that it would be difficult to transfer this as an asset in isolation from the overall coastal defence responsibility, and that it would place an unmanageable level of risk on to a Town Council.

Systems design/layout:

Are there plans showing routes of all relevant services including water supply, foul and storm water drainage. Position of import/export billing meters and isolation valves

Survey/condition reports within last five years

Estimate of leakage

Any responsibilities for power supply and distribution

Any statutory liabilities

Relationship with primary suppliers

Billing:

Revenue from each connected consumer by service

Primary supplier costs

Expenditure:

Costs of maintaining or upgrading services within last five years

TDC management and/or administration costs other than billing

Frequency and cost of maintaining pumping station and any life expectancy/condition reports

Operational staffing costs/contracts

Paddling pool

Expenditure:

Costs of maintaining or upgrading within last five years

TDC management and/or administration costs

Batemans Tower

Copy of lease TDC/CYC or provide term, rent and confirm fully insuring/repairing

Survey reports and issue of notices to tenant within last five years

Oyster Beds

Any activity, incidents or appeals within last five years

General Notes to all areas:

Are there any disputes, outstanding claims or notices

Are there any cumulated sinking funds or outstanding investment commitments

Does TUPE apply

Are there any flood control issues

Are there any written down values of assets in balance sheet

Facilities and Community Assets Team Meeting

Notes of Meeting held on Monday 13th October 2025 at 5.30pm at the Parish Hall

**Present:- Councillors
K Mitchell (Chairman)
D Atkinson, J Chapman, J Howard,
C Paveley and G Steady**

1. **Apologies for Absence:** Councillors Barry, Morgan and Pentney.
2. **To receive the notes of the Meeting held on 15th September 2025** – Noted.
3. **Updates on the following:-**
 - a) **Waterfront Development Strategy** – Meeting scheduled for 28th October 2025 at 9.30am at the Parish Hall. Update from Councillor Morgan to be given for next FCA meeting.
 - b) **Boat Park** – Email from Boat Park Space owner was noted. The gate was discussed. It was **agreed** that Councillor Morgan would have a look and get costings and take them to a Finance meeting, when available.
 - c) **Batemans Tower Cafe** – Members were briefed on a meeting with Councillors Atkinson, Howard, Morgan and Steady, with Architect Ben Parmenter on site at the Café. Although in general progression looks positive, it is disappointing to note that some timescales on the schedule have lapsed e.g. planning by the 16th October. Discussion took place regarding allowing 10 days for an update as to whether works are back on schedule, if no contact is made then it was **agreed** to write a strongly worded letter outlining the Council's proposed action.
 - d) **Lower Park Playing Fields - Rugby Container** – A general discussion took place in relation to Scouts and Rugby Club use of the container and the area it is sited on. Contradictory information had been received from the Scouts. It was **agreed** that the Town Clerk would contact the Scouts and find out exactly what their plans and time scales are for this area. A general discussion took place regarding proposed grant applications for development of Lower Park. This was deferred for Councillor Barry to action.
 - e) **Western Promenade Sub Committee** - Awaits date for next meeting, pending information forthcoming from Tendring District Council, post meeting on 25th September 2025.
 - f) **Brightlingsea Community Centre** – A response has been received as follows:-
*"Thank you for your email,
I can assure the Council all licenses and insurances are in place for the activities held at the Centre.
Perhaps you can let me know when you would like to meet."*
Agreed that Councillor Atkinson would review the lease prior to a meeting request with Councillors Mitchell and Paveley. Town Clerk to ask for sight of permissions, licenses etc., that they have.
4. **Lime Street** – The e-mail from a local resident was noted. Members were advised that Councillor Chapman is visiting the site regarding this and other connected matters on Friday 17th October 2025 with Tendring District Council Enforcement Officers.
5. **Report from Grounds Manager** – This report was noted. It was **agreed** to ask the Grounds Manager the following:- (1) Does the Council have CCTV that covers the Boat Yard? (2) Can the tap at Hard be fixed as soon as possible. (3) The cost of the high-volume pump to go to the next Finance meeting.

Agenda Item 07

6. Any other Business – None.

7. **Date of next meeting** – Monday 17th November 2025 at 10.30am.

The meeting closed at 6.28pm.

Action Points from meeting:

Minute Number	Decision	Actioned by
3b) Boat Park	Councillor Morgan would have a look and get costings and take them to a Finance meeting, when available.	Cllr Morgan
3c) Batemans Tower Café	If no contact is made after 10 days, then it was agreed to write a strongly worded letter outlining the Council's proposed action.	Full Council
3d) Lower Park Playing Fields – Rugby Container	The Town Clerk would contact the Scouts and find out exactly what their plans and time scales are for this area.	Town Clerk
3f) Brightlingsea Community Centre	Councillor Atkinson would review the lease prior to a meeting request with Councillors Mitchell and Paveley. Town Clerk to ask for sight of permissions, licenses etc., that they have.	Cllr Atkinson / Town Clerk
5 – Report from Grounds Manager	Ask the Grounds Manager the following:- (1) Does the Council have CCTV that covers the Boat Yard? (2) Can the tap at the Hard be fixed as soon as possible. (3) The cost of the high-volume pump to go to the next Finance meeting.	FCA Team

Environment and Transport Team

**Notes of Meeting held on Thursday 9th October 2025 at 4.00pm
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP**

Present:

**Councillor J Howard (Chairman)
Councillors M Barry, M Court, K Mitchell,
K Pentney and G Steady**

Also present:

Tracey Pulford – Town Clerk

1. **Apologies for Absence** – None received.
2. **To receive the notes of the meeting held on 11th September 2025** – Noted.

Members discussed the following:-

- Caravans parked along the Western Promenade – Councillor Barry informed members that there is a problem with this all over the District and named Dovercourt as also having the issue. He said that there is nothing legally that you can do to move the vehicles on, other than ‘no overnight’ parking. Councillor Steady mentioned single yellow lines and restrictions, also along the Promenade. Councillor Barry **agreed** to investigate further with Andy Nepean of Tendring District Council.
- Bus Stops – The Clerk read out the reply from County Councillor Goggin as follows:
“This is a bit of a problem. The Quenby bust stop is in the Thorrington Parish. They are already actively trying to improve 3 bus stops in their village. They also have a good arrangement with a local care home for young adults, that have voluntarily tidied the Thorrington cross bus shelter. I mentioned at their Parish meeting on 1st October that a Brightlingsea Councillor had mentioned the problem. They were keen to deal with the matter themselves and thanked Brightlingsea for bringing it to their attention.
As far as the Old Forge bus stop is concerned – I hope I am wrong – but looking at the “track it” site it doesn’t show? It looks as if nobody has reported the issue? There are a couple of path and sign defects recorded in the same area, but nothing to do with the bus stop that I can see? Can someone report it please?”
Agreed that the Bus Stop at the Olde Forge would be reported on the Essex County Council website.
- Bus Shelters – Councillor Pentney mentioned the two bus shelters in Church Road, opposite the Colne School and Strangers Corner, and the roofs need cleaning. It was **agreed** that:- (a) Councillor Barry would ask if a garden roof would be a potential option for a voluntary group to look at; (b) Town Clerk to contact Top Glass Window Cleaning to obtain a price for the cleaning of both roofs.

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

- a) 20’s Plenty Placards – Councillor Steady updated members and it was **agreed** that new designs and locations would be brought back to the Committee for approval. Also Councillors Mitchell, Pentney and Steady would liaise with the Infant and Junior School about a possible competition to design a ‘slow down’ poster.
- b) No entrance signs – Victoria Place/War Memorial – A copy of County Councillor Goggin’s email had been circulated to all members. The Clerk informed members that she had contacted County Councillor Goggin as she believed the new proposed

signs were incorrectly positioned on the map provided. **Agreed** to ask County Councillor Goggin to meet on site to ensure the signs are in the correct locations.

- c) Lozenge Re-Vamp – Councillor Steady briefed members that we are still waiting for quotations to reconfigure the dipping pond and open up the area, to try and deter anti-social behaviour.

Recommendation:

- Caravans parked on Western Promenade / single yellow lines and restrictions – Councillor Barry to investigate further with Andy Nepean of Tendring District Council.
 - Bus Stop at the Olde Forge – The condition of the bus stop to be reported on the Essex County Council website.
 - Bus Shelters – Opposite the Colne Community School and Strangers Corner - (a) Councillor Barry would ask if a garden roof would be a potential option for a voluntary group to look at; (b) Town Clerk to contact Top Glass Window Cleaning to obtain a price for the cleaning of both roofs.
 - 20's Plenty Placards - New designs and locations would be brought back to the Committee for approval. Councillors Mitchell, Pentney and Steady would liaise with the Infant and Junior School about a possible competition to design a 'slow down' poster.
 - No entrance signs – Victoria Place/War Memorial - Ask County Councillor Goggin to meet on site to ensure the signs are in the correct locations.
4. **Recycling Sites** – Councillor Howard briefed members and after discussion it was **agreed** to ask the Fire Brigade if they would be prepared to take the Clothing and Tetra Pak recycling containers on their site, if it was removed from the site outside the Lozenge. Councillor Howard agreed to liaise with the Fire Brigade.

Recommendation: Recycling Sites – Councillor Howard to ask the Fire Brigade if they would be prepared to take the 'Clothing and Tetra Pak' recycling containers on their site, if it was removed from the site outside the Lozenge.

5. **Sunshine Coast Greenway Cycling and Walking Route** – **Agreed** that this item would be deferred until the next meeting. Councillors Court and Barry briefed members on the scheme.

Recommendation: Sunshine Coast Greenway Cycling and Walking Route - This item would be deferred until the next meeting.

6. **Waste Bin Review** – Councillor Steady briefed members that he is liaising with Tendring District Council on bins – missing or damaged. It was **agreed** to make this an agenda item for future meetings.

Recommendation: Waste Bin Review - Make this an agenda item for future meetings.

7. **Motor Scooter Parking** – Councillor Steady briefed members that he was thinking that the area at the end of Victoria Gardens, near to the Salt Bin, could be made into a designated scooter parking area. He agreed to liaise with the Grounds Manager to confirm ownership of the area etc., before taking the idea any further.

8. **Recommendation: Motor Scooter Parking - Councillor Steady to liaise with the Grounds Manager to confirm ownership of the area etc., before taking the idea any further.**

9. **Any other Business** – The following was discussed:-

- Small Animal Wildlife Signs – The Clerk read out an email from County Councillor Goggin as follows:
“Yes. I telephoned and spoke to Vicky Pudney and Cllr. Kate Mitchell on Saturday 27th. I mentioned the 4 items from my personal list that were agreed to be completed during Q3 or Q4 of this financial year. A project list was provided in my September notes. Highways are planning their schedules for this next 6 months on all approved items. All items are important otherwise they wouldn’t be on any approved list, but some issues have been classified as more urgent than others, and will possibly be completed first. Many understand this is key where serious accidents involving death, and serious injury, are concerned. Kate may ask me to explain.”
After discussion it was **agreed** that the Clerk would ask County Councillor Goggin if the signs can be ordered in case there is a gap in Q3, so they would be ready to go, when available.
- Telraam / Speed and Volume Survey – Councillor Court briefed members that an email has gone to Essex County Council to arrange the meeting between them, Telraam and the Town Council.
- Essex Act – Councillor Barry briefed members on the Essex Act and asked that an official request is sent to the NEPP to initiate the Essex Act on the grass verges at Strangers Corner. He asked that the letter is sent to Paul Seabrite, with a copy to Andy Nepean, asking that the Essex Act is applied to the land along Strangers Corner (with a map showing the area), and that the Town Council would pay the £300.00 cost for the signs.
- Local Government Reform – Councillor Barry briefed members that following the meeting with Officers of Tendring District Council, a response has been submitted to the District Council asking for more information so we can make better more informed decisions. Once the response has been received a further meeting will be arranged with Town Councillors.
- Notice Boards – Councillor Mitchell mentioned the board at the Remembrance Garden in Victoria Place, and some of the information is out of date. She agreed to liaise with the Grounds Manager about this.
- 30mph Limit Signs – Councillor Pentney stated that this sign is not working and can it be reported as not working. Councillor Howard mentioned that she would arrange a meeting with the firm who provide the ‘smiley face’ signs.

Recommendation:

- **Small Animal Wildlife Signs - the Clerk would ask County Councillor Goggin if the signs can be ordered in case there is a gap in Q3, so they would be ready to go, when available.**
- **Essex Act – A letter is sent to Paul Seabrite, with a copy to Andy Nepean, asking that the Essex Act is applied to the land along Strangers Corner (with a map showing the area), and that the Town Council would pay the £300.00 cost for the signs. The cost to be agreed by Finance Committee.**
- **Notice Boards – Councillor Mitchell to liaise with the Grounds Manager about the board at the Remembrance Gardens in Victoria Place.**
- **30mph Limit Signs – The sign on Spring Chase to be reported as not working. Councillor Howard to arrange a meeting with the firm who provide the ‘smiley face’ signs.**

10. **Date of next meeting:** Thursday 6th November 2025 at 3.30 pm

Meeting closed at 5.30 p.m.

Agenda Item 07

Action Points from meeting:

Minute Number	Decision	Actioned by
2	Caravans parked on Western Promenade / single yellow lines and restrictions – Councillor Barry to investigate further with Andy Nepean of Tendring District Council.	Cllr Barry
	Bus Stop at the Olde Forge – The condition of the bus stop to be reported on the Essex County Council website.	Town Clerk
	Bus Shelters – Opposite the Colne Community School and Strangers Corner - (a) Councillor Barry would ask if a garden roof would be a potential option for a voluntary group to look at; (b) Town Clerk to contact Top Glass Window Cleaning to obtain a price for the cleaning of both roofs.	Cllr Barry / Town Clerk
3 (a)	20's Plenty Placards - New designs and locations would be brought back to the Committee for approval. Councillors Mitchell, Pentney and Steady would liaise with the Infant and Junior School about a possible competition to design a 'slow down' poster.	Cllrs Steady, Mitchell and Pentney
3 (b)	No entrance signs – Victoria Place/War Memorial - Ask County Councillor Goggin to meet on site to ensure the signs are in the correct locations.	Town Clerk
4	Recycling Sites – Councillor Howard to ask the Fire Brigade if they would be prepared to take the 'Clothing and Tetra Pak' recycling containers on their site, if it was removed from the site outside the Lozenge.	Cllr Howard
5	Sunshine Coast Greenway Cycling and Walking Route - This item would be deferred until the next meeting.	Agenda Item
6	Waste Bin Review - Make this an agenda item for future meetings.	Agenda Item
7	Motor Scooter Parking - to liaise with the Grounds Manager to confirm ownership of the area etc., before taking the idea any further.	Cllr Steady
9	Small Animal Wildlife Signs - The Clerk would ask County Councillor Goggin if the signs can be ordered in case there is a gap in Q3, so they would be ready to go, when approved.	Town Clerk
	Essex Act – A letter is sent to Paul Seabrite, with a copy to Andy Nepean, asking that the Essex Act is applied to the land along Strangers Corner (with a map showing the area), and that the Town Council would pay the £300.00 cost for the signs. The cost to be agreed by Finance Committee.	Town Clerk / Finance Committee
	Notice Boards – Councillor Mitchell to liaise with the Grounds Manager about the board at the Remembrance Garden in Victoria Place.	Cllr Mitchell
	30mph Limit Signs – The sign on Spring Chase to be reported as not working. Councillor Howard to arrange a meeting with the firm who provide the 'smiley face' signs.	Cllr Howard

Agenda Item 07 - Welfare & Residents Services
Report from Councillor Chapman

Diabetic Eye Screening

Diabetic Eye Screening took place at the Parish Hall from 29th September until Thursday 2nd October 2025 for 4 days. During that time 130 appointments were booked, 104 patients attended, 21 patients did not attend and 5 patients were late or cancelled.

Covid and Flu Vaccinations

The session on the 10th October 2025 was very busy and well attended. Further sessions are being held on:-

24th, and 31st October - 10am to 4pm
14th and 28th November - 10am to 4pm
19th December - 10am to 2pm

Had a meeting with the Tendring District Council Housing Manager and Police with some local council housing tenants.

CVST attended on Wednesday 8th October 2025, alongside the Foodbank, giving out Winter Warmer packs.

Communications Team

**Notes of meeting held on Monday 13th October 2025 at 4.15 p.m.
at the Parish Hall, Victoria Place Brightlingsea**

Present:

Councillor J Carr (Chairman)

Councillor K Mitchell

Councillor G Steady

Councillor C Paveley

Apologies were received from Councillor Pentney due to work commitments.

1) **Social Media** - It was felt that this committee still needs to undertake some work and training regarding a stand-alone Brightlingsea Town Council Facebook page. Councillor Mitchell, having spoken to the Colchester City Council's Media Officer, will contact him once more to see if he is available to come to Brightlingsea and chat with this group.

Action: Councillor Mitchell to liaise further with Colchester City Council.

2) **Survey** - The compiled results from the survey were discussed. It was agreed that this committee take the most engaging feedback and create a discussion document for communication to residents. The Chairman offered to collate information.

Action: Chairman to collate information, distribute to this committee for further discussion.

3) An update was received regarding notice board refurbishment. It was confirmed that site location has been agreed as Town Hard area - locate in current position. Town Centre - locate a double-sided board within the garden area opposite the Parish Hall.

4) It was noted that the Fresh Air Festival had spoken to the Mayor with some details on a function in February.

Date of next meeting: Monday 10th November at 2.00 p.m.

Meeting closed at 5:00 p.m.

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 14th October 2025 at 10.00 a.m.

Present:

Councillors

J Chapman (Vice Chairman)

D Atkinson, J Carr, J Howard and C Paveley

Also in Attendance:

Tracey Pulford - Town Clerk

4 Members of the public

F.193 APOLOGIES FOR ABSENCE: Councillor Morgan.

F.194 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 16TH SEPTEMBER 2025, RECEIVED BY COUNCIL ON THE 18TH SEPTEMBER 2025:

The Minutes were accepted as a true record.

F.195 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.196 BUDGET AND FINANCIAL REPORT UP TO 30TH SEPTEMBER 2025, INCLUDING:

A) FINANCIAL SUMMARY AS OF 30TH SEPTEMBER 2025

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

Councillor Atkinson then informed members on the following issues:-

- There is an issue with a high demand from EDF Electricity for around £3,400, which relates to standing charges for the Army Cadet Hut on Lower Park Playing Fields. This hut is now leased to the 4th Brightlingsea Scout Group. We are in discussions with both EDF and the Scout Group.
- Japanese Knotweed – We were quoted a figure of £3,000, paid over three years, to sort out the Japanese Knotweed at the Boat Park. If we want the insurance, which covers the treatment, monitoring period and warranty for a period of 10 years from the commencement of the works, we have to pay in full now. More investigation is required on this.
- Playcentre – as no response has been received to our last correspondence, a follow up email is to be sent, asking for a response within the next 4 weeks.

B) FINANCIAL MONTHLY OVERVIEW – SEPTEMBER 2025

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

Income for September 2025	£22,283.42
Expenditure for September 2025	£30,569.75
Total amount held in all accounts	£176,042.54

C) CREDIT CONTROL AS OF 30TH SEPTEMBER 2025

A copy of the Credit Control list as of 30th September 2025 had been circulated to all members. A discussion took place, and the report was noted.

It was **agreed** to write off £254.97 for the Rugby Club, as no training had taken place on Lower Park Playing Fields during April and May 2026.

Recommendation:

- **Playcentre – as no response has been received to our last correspondence, a follow up email is to be sent, asking for a response within the next 4 weeks.**
- **Write off £254.97 for the Rugby Club, as no training had taken place on Lower Park Playing Fields during April and May 2026.**

F.197 EXAMINING OF ACCOUNTS:

The Clerk informed members that 28 payments are to be authorised, in the sum of £13,599.74. Councillors Carr and Paveley agreed to sign off the accounts after the meeting.

Recommendation: Councillors Carr and Paveley agreed to sign off the accounts after the meeting.

F.198 COUNCILLOR INTERNAL CONTROLLER:

The Clerk informed members that a meeting with Councillor Atkinson has been scheduled in the diary, for him to carry out the Councillor Internal Control. A report will be given at the next Finance meeting.

F.199 OUTSTANDING S106 MONIES FOR OUTSIDE GYM:

The Clerk informed members that Tendring District Council had asked if the Council has any plans to spend the £4,740.00 of S106 monies allocated for outside gym equipment. She said that she has asked the Grounds Manager to look at options and provide quotes. Councillor Atkinson suggested that the Western Promenade Committee could also have an input into this.

F.200 POLICY UPDATE:

The Clerk briefed members that the National Association of Local Councils have updated both the Standing Orders and Financial Regulations, a copy of which had been circulated to all members. It was **agreed** to bring this item back to the next Finance meeting, after such time members would have reviewed both updated policies. Any comments/amendments to be given to the Clerk in advance of the meeting.

Recommendation: Standing Orders and Financial Regulations - bring this item back to the next Finance meeting, after such time members would have reviewed both updated policies. Any comments/amendments to be given to the Clerk in advance of the meeting.

F201. BUOY MAINTENANCE:

Councillor Carr briefed members that the Swim Buoys off Batemans and the Promenade were affixed to the seabed in 2022 with shared funding from the Harbour Commissioners, Tendring District Council and the Town Council. They now require urgent maintenance, and the quote has come in at just under £4,000. He also said that he had a meeting tomorrow with an Officer of Tendring District Council and should have more information after then. It was agreed once full costings have been received, to bring this back to the next Finance meeting for discussion.

Recommendation: Once full costings have been received, bring this back to the next Finance meeting for discussion.

F.202 EMERGENCY MAINTENANCE WORKS:

Councillor Atkinson briefed members that:-

- A diseased Sycamore Tree on Hurst Green needed urgent removal, at a cost of £650.00.
- Play equipment on Bayard Recreation Ground and at Pawsons needed attention, costing £1,500.00.
- The Ventrac mower has cost a lot of money recently. He will be speaking to the Grounds Manager about this and whether other outlets can carry out the repairs.

F.203 FINANCIAL REQUESTS FROM THE FCA AND ENT TEAM:

The following financial request from the ENT Team is as follows:-

- Essex Act – If the Essex Act is applied to land along Strangers Corner, the Town Council would be responsible for the cost of the signs. This cost would be £300.00. This amount was agreed.

The following financial request from the FCA Team is as follows:-

- The purchase of a High-Volume Pump for use on the Boating Lake. Members agreed that a small task group would be formed, consisting of Councillors Atkinson and Carr, to work with the Grounds Manager on this.

Recommendation:

- **£300.00 for signs for the Essex Act, if applied to land along Strangers Corner.**
- **High Volume Pump for use on the Boating Lake - A small task group would be formed, consisting of Councillors Atkinson and Carr, to work with the Grounds Manager on this.**

Members of the public then asked the following questions:-

Q1) Talking about EDF, the Council should be aware that BHL and all companies within this group have changed their supplier to EDF, and the prices have doubled. If anything happens to BHL the Council are liable, and this would come back to you.

A1) Councillor Atkinson replied that this would depend on the circumstances. Councillor Chapman added that the lease would come to the Town Council.

Q2) I have been asked by several allotment holders, the Community Allotment are taking on another plot. Bearing in mind they only cultivate 20% of the plot. Why should the rate payers be paying for this?

A2) Councillor Chapman replied that she would seek clarification from the Grounds Manager and Administrative Assistant on this.

Q3) With all the work that Brightlingsea Town Council does for Tendring District Council and Essex County Council, if they were invoiced, this would cover the cost of repairs to your machinery. Another question – the sluices on the Western Promenade, are they maintained by the Environment Agency and what will happen after Devolution?

A3) Councillor Chapman replied that if they are maintained by the Environment Agency this would continue, if they are maintained by the District Council it would become the Unitarity. She will check with the Grounds Manager.

Q4) With S106 money, what was the final cost of the shelter, and where are we with S106 money for the Cricket Club? Also, there is a statue on the Promenade, of a father and son. A base has had to be installed for the statue to sit on, how much did this cost? There is no plaque on the statue informing people what it is for.

A4) Councillor Chapman replied that the statue has been commissioned by Lads Needs Dads, and she was led to believe that Tendring District Council we are paying for all the installation costs of the statue but would need to double check this. There will be an opening ceremony in a couple of weeks' time. Councillor Paveley answered the question on the shelter and that it came in just over £170.00.

F.204 CLOSE OF MEETING: There being no further business, the meeting closed at 11.01 a.m.

Received by Council on: 16.10.25

Approved by Committee on:

Signed by Chairman:

Signed by Chairman:

Action Points from meeting:

Minute Number	Decision	Actioned by
F.196	Playcentre – as no response has been received to our last correspondence, a follow up email is to be sent, asking for a response within the next 4 weeks. Write off £254.97 for the Rugby Club, as no training had taken place on Lower Park Playing Fields during April and May 2026.	Town Clerk
F.197	Councillors Carr and Paveley agreed to sign off the accounts after the meeting.	Cllrs Carr and Paveley
F.200	Standing Orders and Financial Regulations - bring this item back to the next Finance meeting, after such time members would have reviewed both updated policies. Any comments/amendments to be given to the Clerk in advance of the meeting.	All Councillors
F.201	Once full costings have been received, to bring this back to the next Finance meeting for discussion.	Cllr Carr
F.203	£300.00 for signs for the Essex Act, if applied to land along Strangers Corner. High Volume Pump for use on the Boating Lake - A small task group would be formed, consisting of Councillors Atkinson and Carr, to work with the Grounds Manager on this.	Town Clerk Cllrs Atkinson and Carr

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
13886	251014 CapelPlant	£132.00	1010/4	30/09/25	Capel Plant - Toilet on Allotments 010925-011025	157389
		£132.00			Capel Plant - Total	
13885	251014 Crawfords	£1,112.63	1009/1	04/10/25	Crawfords Ltd - Works to Isuzu PO71XLP	156033
		£1,112.63			Crawfords Ltd - Total	
13887	251014 ErnestDoe	£1,624.34	1009/1	22/09/25	Ernest Doe - Works to Mower (as agreed at Finance 16.09.25)	C55447
		£1,624.34			Ernest Doe - Total	
13888	251014 HomeviewSur	£1,074.00	1010/2	04/10/25	Homeview Surveillance Ltd - Yearly Maintenance for CCTV	10349
		£1,074.00			Homeview Surveillance Ltd - Total	
13889	251014 JamesTodd	£72.96	1062/2	30/09/25	James Todd & Co Ltd - September 2025 Payroll Fee	85041
		£72.96			James Todd & Co Ltd - Total	
13890	251014 JulieFord	£60.00	1010/2	06/10/25	Julie Ford - Works to Town Beds - September	BTC00022
		£60.00			Julie Ford - Total	
13891	251014 ClearToSee	£391.50	1035/1	25/09/25	R & J Morrell (Clear To See) - Crabbing Signs	14664
		£391.50			R & J Morrell (Clear To See) - Total	
13884	251014 RNA	£30.00	1008	03/10/25	RNA Brightlingsea Branch - Trafalgar Dinner 25	
		£30.00			RNA Brightlingsea Branch - Total	
13892	251014 RobertCourse	£650.00	1010/2	25/09/25	Robert Course Landscape & Tree Services - Removal of Diseased Sycamore Tree on Hurst Green	
		£650.00			Robert Course Landscape & Tree Services - Total	
13893	251014 Sibbons	£43.02	1010/3	23/09/25	Sibbons - 100m Surveyors Tape	71120
13894	251014 Sibbons	£109.00	1010/7	06/10/25	Sibbons - Protective Work Clothing	71409
13895	251014 Sibbons	£15.90	1010/7	07/10/25	Sibbons - Protective Work Clothing	71450
13896	251014 Sibbons	£7.95	1010/2	09/10/25	Sibbons - Maintenance Items	71501

Signature

Signature

Date

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
		£175.87			Sibbons - Total	
13897	251014 SwimSafety	£252.00	1010/1	18/09/25	Swim Safety Ltd - Water Quality Test - Blue/Green Algae	INV-4537
		£252.00			Swim Safety Ltd - Total	
13899	251014 TBS	£450.00	1200	08/10/25	TBS Hygiene Ltd - Dog Waste Collection 270925-311025	7585
		£450.00			TBS Hygiene Ltd - Total	
13898	251014 Playgroundl ns	£540.00	1010/2	18/09/25	The Play Inspection Company Ltd - Annual Playground/Skate Park Inspections	80570
		£540.00			The Play Inspection Company Ltd - Total	
13900	251014 TopGlass	£12.00	1010/2	26/09/25	Top Glass Window Cleaning - Bus Shelter Cleaning	260925
13901	251014 TopGlass	£14.00	1004/1	26/09/25	Top Glass Window Cleaning - Parish Hall Window Cleaning	260925
13902	251014 TopGlass	£12.00	1010/2	08/10/25	Top Glass Window Cleaning - Bus Shelter Cleaning	081025
		£38.00			Top Glass Window Cleaning - Total	
13903	251014 TowerSecu rity	£801.36	1090/1	30/09/25	Tower Security (Tendring) Ltd - Nightly Locking Up - September 2025	INV-16949
		£801.36			Tower Security (Tendring) Ltd - Total	
13904	251014 TravisPerki ns	£237.51	1010/2	29/09/25	Travis Perkins - Concrete, tape etc.	1030118434
		£237.51			Travis Perkins - Total	
13905	251014 Upson	£1,227.85	1009/1	22/09/25	Upsons - Service and repair Ventrac	106093
		£1,227.85			Upsons - Total	
13906	251014 Wurth	£72.92	1010/7	08/10/25	Wurth UK Ltd - Protective Gloves	4036667764
		£72.92			Wurth UK Ltd - Total	
		£4,656.80			Salaries	
Total		£13,599.74				

Signature

Date

Signature

Financial Summary - Cashbook

Summary of receipts and payments between 01/09/25 and 30/09/25 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	<u>£137,208.64</u>

Balances at start of period

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£21,877.91
Business Premium (Client A/C)	£637.00
Business Premium (Reserve A/C)	£28,744.13
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,913.96
Instant Access Account	£43,974.95
Unity Current Account T2	£37,180.91
Total	<u>£184,328.86</u>

RECEIPTS	Net	Vat	Gross
Council	£21,884.76	£398.66	£22,283.42
Total Receipts	<u>£21,884.76</u>	<u>£398.66</u>	<u>£22,283.42</u>
PAYMENTS	Net	Vat	Gross
Council	£29,277.03	£1,292.71	£30,569.74
Total Payments	<u>£29,277.03</u>	<u>£1,292.71</u>	<u>£30,569.74</u>

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£39,870.15
Business Premium (Client A/C)	£639.68
Business Premium (Reserve A/C)	£28,839.54
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£52,094.77
Instant Access Account	£24,251.16
Unity Current Account T2	£30,347.24
	<u>£176,042.54</u>
Total	<u>£176,042.54</u>



Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 30/09/25 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	<u>£137,208.64</u>

RECEIPTS	Net	Vat	Gross
Council	£261,144.30	£5,019.53	£266,163.83
Total Receipts	<u>£261,144.30</u>	<u>£5,019.53</u>	<u>£266,163.83</u>
PAYMENTS	Net	Vat	Gross
Council	£216,591.43	£10,738.50	£227,329.93
Total Payments	<u>£216,591.43</u>	<u>£10,738.50</u>	<u>£227,329.93</u>

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£39,870.15
Business Premium (Client A/C)	£639.68
Business Premium (Reserve A/C)	£28,839.54
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£52,094.77
Instant Access Account	£24,251.16
Unity Current Account T2	£30,347.24
	<u>£176,042.54</u>
Total	<u>£176,042.54</u>

Signed

Chair




Clerk / Responsible Financial Officer

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Planning Committee Meeting held at
The Parish Hall, Victoria Place, Brightlingsea on
Tuesday 14th October 2025 at 9.30 a.m.

Present:

Councillors:

J Howard (Chairman)

C Paveley (Vice Chairman)

J Chapman

Substitute members:

Councillor Atkinson for Councillor Barry

Councillor Carr for Councillor Paveley

Also in attendance:

Tracey Pulford – Town Clerk

043. APOLOGIES FOR ABSENCE: Councillors Barry and Morgan.

044. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 9TH SEPTEMBER 2025.

The Minutes of the meeting held on 9th September 2025 were **approved** as a true record.

045. DECLARATION OF MEMBERS' INTERESTS:

The Chairman reminded members to declare interests where necessary.

046. TO MAKE RECOMMENDATIONS IN RESPECT OF PLANNING APPLICATIONS SUBMITTED TO TENDRING DISTRICT COUNCIL:

The following application had been received by Tendring District Council:

Application No:	25/01157/FUL
Proposal:	Planning Application – Proposed change of appearance of timber cabin approved under 24/00316/FUL and proposed change of use of cabin to include workshop/studio use
Location:	Lime Street, Brightlingsea CO7 0BH

☒ Object ☐ Support ☐ Neutral

Reason for comment:

☒ Makes observations on the application – Brightlingsea Town Council objects to this application due to the following:-

- As per the Appeal Decision Ref: APP/P1560/W/22/3306289 dated 12.09.23, which was dismissed, Reason 6 - In the LP2, the area to the east of the settlement is identified as 'Coastal Protection Belt' and the site is within this designated area. Policy PPL2 of the LP2 states that the open character of the undeveloped coastline will be protected and requires any development in that area to have a compelling functional and operational requirement to be located there. It has not been demonstrated that there is any functional or operational need for the dwelling and for this reason the proposal would not accord with Policy PPL2. This forms part of a recently adopted Local Plan and is consistent with the National Planning Policy Framework.

- As per the Appeal Decision Ref APP/P1560/W/22/3312243 dated 13.09.23, which was dismissed, Reason 18 – The site lies within a zone of influence for the Colne Estuary Ramsar site and Special Protection Area.
- Please clarify the status of Lime Street, regarding development and what the land can be used for, as per the current Covenants.
- The site lies on Public Footpath Number 11.
- We note the comments made by Essex County Council – “From a highway and transportation perspective the impact of the proposal is NOT acceptable to the Highway Authority” for reasons listed in their letter dated 12.09.25.
- Brightlingsea Town Council would like to ‘call in’ this application.

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

047. CLOSE OF MEETING:

There being no further business to discuss, the Meeting closed at 9.37 a.m.

Received by Council on: 16.10.25

Approved by Committee on:

Signed by Chair:

Signed by Chair:

Agenda Item 09 – Planning Decisions for Brightlingsea Town Council

<u>25/00290/FUL</u> Approval - Full 17.09.2025 Delegated Decision	Mr Ehamparam Kathireswaran Brightlingsea Town Council supported this application.	Planning Application - Retention of existing air condensing units to gable end with new encasement.	46 - 48 Waterside Brightlingsea Essex CO7 0FH
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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.

- drg no 1057/KAT/10
- Design and Access Statement Rev A April 2025
- Noise Assessment dated 13th August 2025 by Sharps Redmore received 14 August 2025

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

NOTE/S FOR CONDITION:

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

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

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

ACTION REQUIRED: TIMBER ENCASEMENT CONDITION:

The white painted timber encasement hereby approved and shown on drg no 1057/KAT/10 must be erected within 6 months of the date of this decision and thereafter, maintained and retained in perpetuity.

REASON: In the interests of protecting and reducing harm to the designated heritage assets.

ONGOING REQUIREMENT IMPOSED - NOISE RESTRICTIONS

CONDITION: The level of noise emitted from the hereby approved development at any time shall not exceed 59dB between 07.00hrs and 23.00hrs and 44dB at any other time, as measured to the nearest residential window above the current vacant shop premises on the corner of the site at 46-48 Waterside as detailed in the Noise Assessment dated 13th August 2025 by Sharps Redmore.

REASON: In the interest of the amenity of neighbouring residents having regard to the background noise levels in the area.

NOTE/S FOR CONDITION:

This condition shall engage upon the commencement of use of the hereby approved development. This condition is imposed due to concern/s over potential noise that may harm amenity and is imposed as it is considered necessary to control potential noise that would have otherwise warranted a refusal.

MAINTENANCE OF EQUIPMENT CONDITION:

The hereby approved air condensing units shall be maintained in accordance with the manufacturer's guidance for the lifetime of the equipment. If the air condensing units are no longer operational/required they shall be removed from the property along with the timber enclosure.

REASON: To ensure the equipment is in correct working order to minimise any potential adverse noise impact to nearby residential properties. To ensure redundant equipment is removed from the site in the interests of visual amenity and preserving the setting of nearby heritage assets.

<u>25/01028/FUL</u> <u>HH</u> Refusal - Full 17.09.2025 Delegated Decision	Mr Jonathan Smith Brightlingsea Town Council supported this application.	Householder Planning Application - Single storey side and rear extension (following removal of existing single storey extension and garage).	7 Seaview Road Brightlingsea Essex CO7 0PP
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The application site comprises a modest one-and-a-half-storey detached bungalow, which is broadly consistent in size and scale with the neighbouring dwellings to the north. Its built form reflects the established character of the immediate street scene.

However, the proposed extension is considered to be of an inappropriate design that fails to respect the proportions of the host dwelling. Its bulky and dominant form appears visually intrusive, and the use of rendered finishes contrasts starkly with the existing facing brickwork, resulting in a discordant and incongruous addition that would materially alter the character and

appearance of the original property.

The proposed development therefore fails to accord with paragraphs 131 and 135 of the National Planning Policy Framework (2025), and Policies SP7 and SPL3 of the Tendring District Local Plan 2013-2033 and Beyond.

Paragraph 135 of the National Planning Policy Framework (2025) confirms planning policies and decisions should 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 SP7 of Section 1 of the 2013-33 Local Plan requires that the amenity of existing and future residents is protected. Section 2 Policy SPL 3 (Part C) seeks to ensure that development will not have a materially damaging impact on the privacy, daylight or other amenities of occupiers of nearby properties, and seeks to ensure the development will not have unacceptable levels of pollution on air, land, water (including ground water), amenity, health or safety through noise, smell, dust, light, heat, vibration, fumes or other forms of pollution or nuisance.

Due to its excessive scale and close proximity to the adjacent boundary, the proposed extension would significantly encroach upon the neighbouring private amenity space to 9 Seaview Road, creating an oppressive and overbearing presence that will cause substantial harm to the occupants existing outlook and residential amenity, contrary to the above local and national planning policies.

25/01238/NMA Approval Non Material Amendment 17.09.2025 Delegated Decision	Mrs Abbi Grice This application was for information only.	Non Material Amendment to 25/00650/FULHH - Cladding changed to render.	50 Fordwich Road Brightlingsea Colchester Essex CO7 0RE
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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. P01E

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>25/01422/WTR</u> <u>EX</u> Approval - Full 23.09.2025 Delegated Decision	Terry Hamilton	An exception to the normal requirement to serve a section 211 Notice on the local planning authority as set out in Section 15 (1) (a) (i) of the Town and Country Planning (Tree Preservation) (England) Regulations 2012. Removal of a Sycamore tree.	Near 68/70 Hurst Green Brightlingsea Essex CO7 0EH
<u>25/00709/FUL</u> <u>HH</u> Approval - Full 01.10.2025 Delegated Decision	Jim Harris Brightlingsea Town Council supported this application.	Householder Planning Application - Installation of air source heat pump.	95 Chapel Road Brightlingsea Colchester Essex CO7 0HD

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.

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

Location Plan - Rec'd 09/05/25 03

Revision 2 - Site plan as proposed 04

Revision 2 - Elevations as proposed

MCS 020 - Manual Sound Calculator - Rec'd 01/08/25

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.

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.

MAINTENANCE OF ASHP

CONDITION: The hereby approved air source heat pump shall be maintained in accordance with the manufacturer's guidance for the lifetime of the equipment. If the air source heat pump is no longer operational/required it shall be removed from the property.

REASON: To ensure the equipment is in correct working order to minimise any potential adverse noise impact to nearby residential properties. To ensure redundant equipment is removed from the site in the interests of visual amenity.

Town Clerk's Report – Agenda Item 11
Council Meeting 16.10.25

Issues requiring action:

Brightlingsea Carnival Association requests permission to hold car boot sales on each Bank Holiday Monday from April to September 2026, on the Western Promenade:

6th April, 4th May, 25th May, 31st August

Issues reported since the last meeting:

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

Streetlights/Potholes etc

No 12 Red Barn Road – reported not coming on at night. Reference Number 2996214.

Street Light 2, outside 10 Manor House Way, was damaged in an accident and removed/road resurfaced – resident would like to know if it is to be replaced – reference 2999973.

Reported broken wall on Footpath 23, off Chapel Road, next to United Church – reference number 2999458 – down as defective furniture on report it tool – 10.10.25.

Reported pothole in Sydney Street/Wellington Street Junction – reference 2999990 – 14.10.25.

Tendring District Council:

2 Tyres dumped behind Beach Hut 50, adjacent to the Western Promenade Car Park.

Rubbish at YMCA car park reported 06.10.25.

Affinity Water/ECC/Drains:

Reported blocked drain outside 27 Victoria Place – reference 4000029.

Blocked drain outside 28 Victoria Place, already reported on system – reference 2991519 – 19.08.25.