

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Council Meeting held at
The Parish Hall, Victoria Place, Brightlingsea,
on: Thursday 19th March 2026 at 7.00pm.

Present:

Councillors

C Paveley (Mayor)

R Morgan (Deputy Mayor)

D Atkinson, M Barry, J Chapman, A Gordon, J Howard

K Mitchell, K Pentney (7.02pm onwards) and G Steady

In attendance:

Tracey Pulford – Town Clerk

County Councillor Alan Goggin

6 Members of the public

142. APOLOGIES FOR ABSENCE:

Apologies received from Councillor Carr and Councillor Pentney will be a few minutes late.

143. TO RECEIVE THE MINUTES OF THE MEETING HELD ON THE 19TH FEBRUARY 2026 AND TO CONFIRM AS A CORRECT RECORD:

Councillor Steady briefed members that regarding the post meeting note on the response to public question 2 - can I just say that the comments made on the night were referring to context of the new legislation coming in and how we are going to handle social media, I apologise for some confusion there. Also, today we received from Tendring an update for Councillors for Social Media and Elections. We have spoken in the Communications Team about new social media policies and will be talking about these next month. It is in hand. I think I did a Morecambe and Wise - all the notes were there but not necessarily in the right order, so I read from the report but some of the things I read were inaccurate. The Mayor responded that this comment will be minuted.

Councillor Chapman then proposed that the Minutes of the meeting held on the 19th February 2026 were accepted as a true record. Seconded by Councillor Morgan. **Agreed.**

144. MAYORS ANNOUNCEMENTS:

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

The Mayor then shared Brightlingsea's heartfelt wishes to Vitoria Barreto's family and friends from Brightlingsea. Please know that if there is anything else we can do to support you, please do not hesitate to contact. I would also like to say that I and my fellow Councillors would like to acknowledge the incredible reaction of the Brightlingsea community, shown in response to Vitoria Barreto. Personally, I felt very proud, as Mayor, when I had to report your efforts to the Press. I have to say they were full of admiration of the Community spirit in the town.

145. DECLARATION OF MEMBERS' INTERESTS:

The Mayor reminded Members to declare interests when necessary.

146. UPDATE FROM COUNTY COUNCILLOR GOGGIN:

A copy of County Councillor Goggin's notes had been circulated to all members. He briefed on the following:-

- Essex Safer Speed Strategy – The strategy was published yesterday and comes before my Scrutiny Committee next week.
- Attended meetings and site visits at SRC and spoken to the Scrutiny and Infringement Department. Yesterday was their 3-monthly visits of the Scrutiny Department. There were big discussions regarding wheel washing, which appears to be working. There are two road sweepers, one in the morning until 1pm, which is their own vehicle, and another one takes over from 1pm. They are both working double shifts. For every 5, 6, 7, 8 lorries that goes out, a sweeper follows. There appears to be a slight complication to this, with a recent bike accident at Thorington Cross. There would appear to be a huge amount of stones on the road. SRC are not dealing with stones and are not bringing them in or out. There are other lorries working along the B1029. The compliance department did a three-hour inspection yesterday and were very happy with what was happening.

Councillors asked the following questions:-

- Councillor Mitchell asked when we can expect some sort of repair to the two craters when you come out of Town. County Councillor Goggin replied that it is difficult to get people to report, many people write things on Social Media. Last Friday was the first I had heard about an accident on Church Hill. I looked up the details, spoke to the emergency department, and they came out within two hours, but repaired the wrong pothole. If the pothole is not deep enough, an emergency repair will not work. The answer is to take up part of the road. Much discussion took place.
- Councillor Steady said that some years ago County had an initiative where if they filled in a pothole, they would fill in another pothole nearby. County Councillor Goggin replied yes, they did this in Spring Chase and went down to Queen Street and stopped.
- Councillor Gordon said that he does not agree with the comment that if there is a hole nearby, they will fill it. Outside his property there is sunken bit of road, just round the corner there is another sunken bit of road. They turned up and put three-way traffic lights up, did the one round the corner, but did not repair the road outside mine. County Councillor Goggin asked for what three words locations for the repaired holes and the ones outside his house.
- Councillor Barry said that on Social Media you have said that you can escalate a pothole to the point where it gets fixed, and you can do this on certain occasions if it is a clear and obvious danger to be a potential accident. Why are you using this so sparingly? County Councillor Goggin replied that my escalation is nothing that you cannot do. This number is the public number, if you report something and just say there is a pothole in Victoria Place it will go on a report and they have 21 days to come out and view the pothole. The only thing I do, and the office here, is escalate it and you can do this yourself.
- Councillor Barry also asked about the Kings Charles III footpath, which is now fully open. This has had great interest around Tendring but areas are not open. I am intending to walk it and I am not aware that areas of Jaywick and Harwich are open yet. Are you aware of this? County Councillor Goggin replied he has seen what Councillor Barry has seen. There is a feasibility study, and they are looking at building a bridge at Alresford and this is where the scheme has stopped.

Councillor Paveley asked about the pre-election period. County Councillor Goggin said that he has held his monthly clinics for three elections, but you cannot use Council property/assets/time/buildings for the period of the election. The pre-election period starts on Friday 27th March 2026. So, apologies to any members of the public, as there will no more clinics before the election.

Members of the public asked the following questions:-

Q1) Would like to thank Alan for his service, he has been a County Councillor for a long time and we have not always agreed on everything. The Mayor election has been put back to 2028. Your man, Tom Walker, the Government actually said when they elect a Mayor, they have to hit the ground running. You would have had two years training. Can you ask Mr Walker, the Government said you have to have strong officers and something in place to replace in 2028. Mr Walker is the main man to train them. The leader of Norfolk County Council said no, it is a shambles. The Association of Local Government are a very well-respected organisation; and they say it is not feasible to train the Mayor in that time. Can you get his point of view, he is the main man to train them.

Q2) Back to highways, your members initiative, was Sydney Street part of this? County Councillor Goggin replied no, the Council picks out three areas and he is fairly sure that Sydney Street has not been completed. The resident added that if the list was completed in January, is there a list of what your schemes were? County Councillor Goggin replied to go on the Essex County Council website, report it or track it.

Q3) On your report you mention 'word of warning'. What do you mean by this. County Councillor Goggin replied that that we are coming up to the end of year, and if the budgets have not been spent, they could be allocated to other budgets. We have had discussions about grass verges and grass cutting. The decision of this Council was to be part of the PROW programme where Essex County Council offer training, supply equipment etc. As far as I am aware nothing has happened. Councillor Steady replied that we are looking into this, ex Councillor Court was leading on this scheme. Councillor Howard added that first aid training was offered, but the dates were not convenient and they have not come up with any alternative dates. Councillor Mitchell said that at the last Environment and Transport meeting it was agreed to contact the lady at Essex County Council to revisit the scheme. Also, she would be the Council lead on the project.

147. 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 – The Human Resources and Council Tax meeting has brought in a few new policies, which all comply with the new employment law changes. Rather than re-write them, we can filter them into our own policies to update ours. We do not have Time Off and Facilities Arrangement for Trade Union, but we can bring in the policy, it can sit there and be ready if and when one of our employees is in the Trade Union.

Councillor Steady spoke about the copy of the email sent to the Leader and Portfolio Holder. He received a reply today and will progress this. He will be looking for a meeting to be held, with Councillor Chapman also in attendance as she is involved in the YMCA in Brightlingsea. KonektBus – this is the first time we have had a bus provider attend a Scrutiny meeting.

Councillor Barry – It has been a busy month, concentrating around planning and the Local Plan Consultation, which ends next Monday. He commended all colleagues and residents who have taken part in the consultation. We had around two hundred people at the consultation event at the Parish Hall, held three weekend sessions in the town, a meeting with the Planning Policy Leader. Councillor Chapman has just given me another bundle of responses to take to Tendring tomorrow. We have confidence that the Town has responded significantly to this consultation, and hopefully our views will be taken on board.

Councillor Paveley asked for an update on the restrictions for the Western Promenade. Councillor Barry replied that notices have been posted and have to be up for the 28-day consultation period. Some notices were taken down immediately, but they have been reposted. Councillor Howard asked what happens if the vehicles do not move? Councillor Barry replied that enforcement would be involved, ultimately, they will have to be moved for the lines to be painted. Councillor Paveley asked if we do have to have enforcement, who would pay for that? Councillor Barry replied he is not sure but will try to get an answer on that.

Before County Councillor Goggin left the meeting at 7.44pm to attend the St Osyth Parish Council meeting, he mentioned the Health & Wellbeing Day held on the 7th March 2026. He congratulated Councillor Carr on a wonderful event.

148. TEAMS REPORTS:

Facilities and Community Assets – Councillor Mitchell briefed members on the meeting held on the 12th March 2026. The Facilities and Community Assets Team report was then accepted and the following recommendations were **agreed**:-

- **Heritage Pier** - Write to the fisherman, firstly we empathise with the situation he is in, but reminding him that the nets need to be removed by the end of the month.
- **Boat Park Cat Mess** – The Feral Cat Group would keep the area clean; however, the Council are to tackle the shrubs and grass growing through the tarmac. Also, a bin is to be placed in the corner of the Boat Park, near to the cat sheds, for their use.
- **Batemans Tower Café** - Councillor Atkinson would meet with the lessee, and if needed, the Council would send another letter. Also, the Tendring District Councillors to talk to the Planning Department about the time of the application.
- **Colne Road Rear Access Road** - Councillor Paveley to look on Land Registry site to determine the boundaries at the back of the properties. Also, a letter should be sent to all residents who back onto the Access Road to find out who would be interested in taking out a license/easement. Councillor Morgan to draft.
- **Strategic Projects** – Councillors Atkinson and Paveley would contact a local agency to see if they can help with Design Specifications etc.

Environment and Transport – Councillor Steady briefed members on the meeting held on the 10th March 2026. The Environment and Transport Team report was then accepted and the following recommendations were **agreed**:-

- **Volunteer Speed Check** – Publicise a Volunteer Drive for Community Speed Watch.
- To acknowledge the resident's email, stating that the comments have been noted, and that we are currently running a Volunteer Drive for Speed Watch. Also to ask if they know anyone in their area, where the covert camera could be placed, to help gather data on speeding drivers.
- **Quotes for 30 MPH Signs** – Councillor Howard to follow this up with Thorrington Parish Council, asking why they are updating, and then pass the quotation onto the Finance Committee.
- **PROW Volunteering** – The Clerk to liaise with Shirley Anglin at Essex County Council to see if the scheme is still active, or whether we need to wait until the 2026/27 programme. Also, Councillor Mitchell agreed to be the Councillor lead on this.
- **Great British Spring Clean** – The Communications Team would put out a press release, asking the people of Brightlingsea to make an effort, and go and pick up rubbish, even if only outside their property. Also, if anyone needed a rubbish bag, one could be collected from the Parish Hall on Friday 20th March 2026 between 9am and 1pm.
- **Local Plan Consultation** – A reminder on the Local Plan is also to be sent out.

- **Essex Act – Church Road, Strangers Corner** – Councillor Barry agreed to contact NEPP immediately about the Essex Act being implemented in Church Road at Strangers Corner.
- **Bus Stop at Hurst Green** – Ask the Grounds Manager if the area justified having a ‘mesh’ installed to help with drainage.

Councillor Barry said that he had contacted Tendring District Council about emptying all the bins, and their comment was that they have just agreed a new contract so why did you not ask before. They could look into this, but there would be a cost to the Town Council. Councillor Barry agreed to pursue this and get costings.

Welfare & Residents’ Services Team – Councillor Chapman reported that at the recent screening session, 2/3/26 to 10/3/26 - 238 patients were invited and 183 patients attended = 76.9% attendance rate. She also added that she has contacted the NHS regarding the Covid and Flu vaccination’s coming in to Brightlingsea again this year. The boundaries have changed, and the team I have been working with over the past four years have now changed, but they have passed over all the information.

Communications & Tourism Team – A copy of the report on the Health & Wellbeing Day had been circulated to all members.

149. TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE MEETING HELD ON 17TH MARCH 2026 AND TO CONFIRM THE RECOMMENDATIONS THEREIN:

Councillor Morgan then proposed that the Minutes of the Finance and Property Meeting held on the 17th March 2026 are accepted as a true record, and the recommendations (as written below) be accepted:

- **F.262 Financial Requests** – A PA System would be purchased, after the 1st April 2026.
- **F.263 Financial Requests from the Environment and Transport Team and the Facilities and Community Assets Team** – The Essex Act is implemented at Strangers Corner, at a cost of £750.00 plus VAT.
- **F.264 Risk Assessment 2025/2026** – The Risk Assessment is accepted for another year.
- **F.265 S106 Monies** – Any one obtaining a quotation for various works, a copy would be given to the Town Clerk, to hold in a ‘quotations’ file.
- **F.266 Bright Sheddars Licence** – Discuss this again at the next meeting.
- **Public Questions** – The regulations for the Heritage Pier are re-addressed.

Councillor Barry spoke about item F.260 and the financial summary, which he believed had not been fully represented in the minutes. He said that at the meeting a discussion had been taken on the budgets and we should pay tribute to Councillor Atkinson in getting the finances into a responsible state. He mentioned the MMO repayment and stated that we need to know how this situation arose, an investigation needs to take place and a report on how the situation occurred, what is the potential for recovery – this must be pursued with utmost urgency. We should carry out due diligence, if the Internal Auditor asks any questions, we need to be in a strong position to answer all questions, we need to be transparent. Have we lodged a claim with EXO with their part in the project? We need to learn some lessons and not find ourselves in this situation again. The situation needs to be reviewed, to make sure our processes and procedures are strong, we need to learn some lessons in this. Councillor Morgan said that the project was not carried out properly in the beginning, we did check with the Auditor, who gave some advice which we have followed. Much discussion took place.

The Minutes were then seconded by Councillor Atkinson **Agreed**.

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

The Payments and Accounts for the period February 2026 (as attached – see Appendix 2) were proposed by Councillor Atkinson as follows:-

General Current T2 Account – under delegated authority to the Finance Committee 16 payments totalling £5,260.68 have been authorised and paid. The statement of balances on the following accounts are to be accepted:-

Barclays Current Account (XXXX7055)	£37,890.01
Barclays Premium Account (XXXX8295)	£28,923.69
Barclays Premium Account (XXXX9433)	£449.50
CCLA Public Sector Deposit Fund	£103,196.66
Instant Access Account (XXXX0373)	£27,001.90
Current T2 Account (XXXX0360)	£12,809.54
Making a total of	£210,271.30

Income for February 2026	£10,110.02
Expenditure for February 2026	£55,516.16
Income to date 1 st April – 28 th February 2026	£489,643.05
Expenditure to date, 1 st April – 28 th February 2026	£416,580.39

Employee payments paid for the month of February 2026	£17,089.53
Barclaycard payments for February 2026 were:	£156.20
Cashcard payments for February 2026 were:	£126.50

Seconded by Councillor Morgan **Agreed.**

151. TENDRING DISTRICT COUNCIL LOCAL PLAN REVIEW:

A copy of a report prepared by Councillor Barry on the Tendring District Local Plan Review 2025-2042 Preferred Options Consultation Document – SAH4 Land East of Church Road, had been circulated to all members. Councillor Barry briefed members and commended everyone who has been involved in this consultation. After discussion, Councillor Barry proposed that this paper forms the Council's submission to Tendring District Council. Seconded by Councillor Howard. **Agreed.**

152. TO NOTE THE MINUTES OF THE PLANNING MEETINGS HELD ON 3RD AND 17TH MARCH 2026 AND NOTE THE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL:

Councillor Howard proposed that the recommendations in the Minutes of 3rd and 17th March 2026 be agreed by Council, together with the planning decisions from Tendring District Council. Councillor Paveley informed members that the Committee had reviewed its position on the Care Home in Church Road, following a meeting and presentation with the owners of the Care Home and local residents. He added that the Council are now 'not' calling in the application and are now in support of the application, however we are asking that the Planning Department ask for a traffic management scheme to handle parking.

The Minutes were then seconded by Councillor Morgan. **Agreed.**

153. QUESTIONS FROM THE PUBLIC:

Q1) Last year the Council spent £600.00 on a traffic recording device. No reports have been given on this, has it been used and was it worth the money?

A1) Councillor Mitchell replied that it was used in Ladysmith Avenue and the results were presented to Essex Police and Essex County Council. It has also been used on another occasion and is due to be used again. The resident asked if we can have a report on its findings? The Mayor replied yes, we will make sure you have a copy.

Q2) I read the Leaders Report with interest and the proposed deficit of £280,000 for 2027/28—can you give more information on that?

A2) Councillor Barry replied that the deficit of £280,000 is very good compared to other Councils. This is the forecast risk fund and addresses any deficit so overall the accounts are balanced. Going into the Unitary process we have to commend our Council and finance people in particular for maintaining the situation that we are in, we have a positive balance. We have all received our latest Council Tax bills, and the contribution to Tendring District Council is £180.00 a year.

Q3) Lozenge Dipping Pond – As far as I am aware you cannot use tap water in ponds; it kills the fish.

A3) Councillor Atkinson replied that he had attended a Webinar on Biodiversity, and you can use tap water, it has to be very diluted.

Q4) There has not been much movement on Batemans Tower Café. Where is their boundary, as they are setting out chairs in front of the emergency gate? The bin is now attached to the emergency gate. What happens if there is an emergency?

A4) Councillor Atkinson replied that we are now in receipt of a detailed programme of works. The milestone is the result of a pre-planning application with Tendring District Council. He briefed members and added that the work should recommence sometime in the summer, depending on planning. Regarding the boundary, Councillor Atkinson said that he is going down to the Café tomorrow and will check this. Councillor Paveley said that he will check the lease and the Land Registry.

Q5) Rubbish – you have said that you are going to have a meeting to discuss bins, locations, issues, missing bins etc. Also, the bin bags only go 1/3rd of the way down the bin. It is me and others that clear up the rubbish early in the morning.

A5) Councillor Steady replied that most of the bins looked at, had a smaller bag inside. If the bins contain loose rubbish, they should still empty it. We are talking to Tendring District Council, the litter pickers and also Lisa from the Café as there is legislation that all takeaways should be carrying out litter picks around the area of their café. In the past, a bin was taken away, which was always overflowing, with rubbish dumped around it. Now people are using other bins more, which is not causing an overflowing issue.

Q6) The Bus Stop on Hurst Green – would it be better to take out the stop altogether? There is a bus stop by Back Waterside Lane. Another resident said there is nothing wrong with the bus stop, people use it from Greenhurst Close, and the stop at Back Waterside Lane will be too far for them to walk.

A6) Councillor Mitchell replied that the grass deteriorates but does not get muddy. We have asked the Bus Company to come out and review the stop but have not heard anything yet.

154. TOWN CLERK'S REPORT:

- 1) **Agreed** the Forest School can use the Lozenge again this year for five sessions between 13.04.26 and 18.05.26.

Cricket Club – Councillor Paveley briefed members on the Cricket Club and recent discussions, and also S106 monies. After much discussion it was **agreed** that Councillors Paveley and Atkinson would write an ‘agreement to lease’ document, which would be agreed by all Councillors before being submitted to the Cricket Club.

155. CLOSE OF MEETING:

There being no further business, the meeting closed at 9.01 pm.

Chair

Date: 16th April 2026

DRAFT

Mayor's Report:

Attended the following:

26 th February 2026	Opening of the Eco Refill shop at the Brightlingsea Primary School
	Pride of Tending Awards, with Councillor Pentney
27 th February 2026	Meeting at the Brightlingsea Community Centre, with Councillor Kate Mitchell
28 th February 2026	Officially opened the Nursery Garden, at the Brightlingsea Primary School, following a complete refit
6 th March 2026	Residents meeting regarding the former Oakwood Care Home, 34A/34B Church Road
7 th March 2026	Health & Wellbeing Day at the YMCA
9 th March 2026	Commonwealth Day, with Councillors and Staff
12 th March 2026	Meeting with Paul Woods of Tending District Council regarding the Local Plan Consultation
16 th March 2026	Meeting with SV Care Services Ltd and local residents regarding the former Oakwood Care Home, 34A/34B Church Road

Financial Summary - Cashbook

Appendix 2

Summary of receipts and payments between 01/02/26 and 28/02/26 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	£9,375.93	£734.09	£10,110.02
Total Receipts	<u>£9,375.93</u>	<u>£734.09</u>	<u>£10,110.02</u>
PAYMENTS	Net	Vat	Gross
Council	£54,574.46	£941.70	£55,516.16
Total Payments	<u>£54,574.46</u>	<u>£941.70</u>	<u>£55,516.16</u>

Closing Balances at 28/02/26

Ordinary Accounts

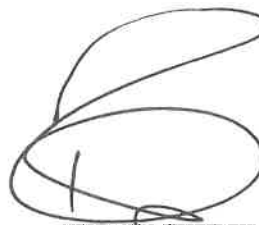
Barclays Treasury Deposit	£0.00
Business Current	£37,890.01
Business Premium (Client A/C)	£449.50
Business Premium (Reserve A/C)	£28,923.69
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£103,196.66
Instant Access Account	£27,001.90
Unity Current Account T2	£12,809.54
Total	<u>£210,271.30</u>

Signed

Chair



Clerk / Responsible Financial Officer



Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 28/02/26 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	£483,051.38	£6,591.67	£489,643.05
Total Receipts	<u>£483,051.38</u>	<u>£6,591.67</u>	<u>£489,643.05</u>
PAYMENTS	Net	Vat	Gross
Council	£399,188.53	£17,391.86	£416,580.39
Total Payments	<u>£399,188.53</u>	<u>£17,391.86</u>	<u>£416,580.39</u>

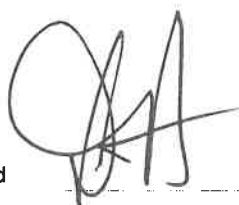
Closing Balances at 28/02/26

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£37,890.01
Business Premium (Client A/C)	£449.50
Business Premium (Reserve A/C)	£28,923.69
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£103,196.66
Instant Access Account	£27,001.90
Unity Current Account T2	£12,809.54
Total	<u>£210,271.30</u>

Signed

Chair



Clerk / Responsible Financial Officer



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	Payment Reference Total
14143	260226 1stLocate	£363.44	£363.44	1020/2	29/01/26	46080723	1st Locate UK Ltd - EDF full and final settlement figure - Army Cadet Hut	£363.44
14139	260226 TBS	£360.00	£360.00	1200	13/02/26	8199	TBS Hygiene Ltd - Dog Waste Collection 31.01.26- 27.02.26	£360.00
14142	260226 AcuteTrad	£176.40	£176.40	1010/6	26/02/26	11129	Acute Trading Limited - Marine Algae Remover 20 Litre	£176.40
Sub Total		£899.84	£899.84					
Total		£899.84	£899.84					



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
14182		£315.68	1004/1	12/03/26	3C - Computer Charges etc.	666832
		£315.68		3C - Total		
14168		£120.00	1010/4	28/02/26	Capel Plant - Toilet on Allotments 010226-010326	157946
		£120.00		Capel Plant - Total		
14169		£63.84	1062/2	27/02/26	James Todd & Co Ltd - February 2026 Payroll Fee	91077
		£63.84		James Todd & Co Ltd - Total		
14185		£79.97	2000/6	16/03/26	Jayne Chapman - Food and drink for Health & Wellbeing Day	
		£79.97		Jayne Chapman - Total		
14186		£986.59		16/03/26	John Carr -	
1		£95.99	2000/6		Projector screen and stand - H&W Day	
2		£190.60	2000/6		Food and Drink - H&W Day	
3		£700.00	2000/6		Accommodation - H&W Day	
		£986.59		John Carr - Total		
14184		£78.75	1006	11/03/26	R & J Morrell (Clear To See) - Boat Park Stickers	14800
14181	260303 ClearToSee	£269.56	1006	26/02/26	R & J Morrell (Clear To See) - Councillor Lanyards	14788
		£348.31		R & J Morrell (Clear To See) - Total		
14170		£72.00	1010/6	13/02/26	Sibbons - Pressure Washer - Hire 11.02.26-12.02.26	47202
14171		£55.13	1010/6	16/02/26	Sibbons - Hose repair connector, professional hose	74348
14172		£72.00	1010/6	17/02/26	Sibbons - Pressure Washer hire 16.02.26-17.02.26	47236
14173		£3.24	1010/2	17/02/26	Sibbons - Maintenance items	74401
14174		£112.47		27/02/26	Sibbons -	
1		£84.50	1010/7		Safety Boots S9	
2		£27.97	1010/2		Hozelock spray gun metal	
14175		£27.94	1010/2	04/03/26	Sibbons - Maintenance items	74802
14176		£55.88	1010/2	04/03/26	Sibbons - Maintenance Items	74814
		£398.66		Sibbons - Total		

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
14180		£105.00	1006	13/03/26	Spirals - Stationery	
		£105.00			Spirals - Total	
14177		£1,263.60	2000/4	18/02/26	Strong Point Design Ltd - Design of 2026 Town Guide	1572
14187		£453.60		02/03/26	Strong Point Design Ltd -	
	1	£288.00	1006		Design of banners - Town Council cost	
	2	£165.60	2000/6		Design of banners - H&W Grant	
		£1,717.20			Strong Point Design Ltd - Total	
14183		£145.52	1090/3	12/03/26	TDC - Election Expenses	8306340
		£145.52			TDC - Total	
14178		£53.47	1006	20/02/26	The Business Supplies Group - Stationery	1845295
		£53.47			The Business Supplies Group - Total	
14167		£26.00		11/03/26	Top Glass Window Cleaning -	
	1	£12.00	1010/2		Bus Shelter cleaning	
	2	£14.00	1004/2		Parish Hall Window Cleaning	
		£26.00			Top Glass Window Cleaning - Total	
14179		£0.60	1010/2	28/02/26	Travis Perkins - Balance of Invoice 7977	
		£0.60			Travis Perkins - Total	
Total		£4,360.84				

Signature

Date

Signature

	AG.Brief notes for parish meeting. Brightlingsea & St. Osyth. April '26.
	 <i>"I often attend meetings, & take calls on your behalf"</i>
	FUTURE ITEMS PLANNED. <u>By now, most residents and Councillors will be aware that I am not standing for re-election in May. Four years ago, I made a promise to myself, my family and my colleagues that after 8 elections involving 12 years at Essex, 8 years at Tendring and 10 years at Brightlingsea that I would take a break.</u> <u>It has been a great honour and privilege to represent the 15,000 plus residents. We have had some joint success's and equally some joint failures. Some big. Some small.</u> <u>I calculate over 650 parish meetings attended on my ECC "watch". Over 700 if TDC included</u> <u>Different rules apply during this "pre-election" period.</u> • Word of warning. Any pre-agreed actions need to be updated with availability of funds. By end of year spend. • My term ends on 10 May 2026. Thanks to all I have worked with. There is a huge amount of good work going on despite social media - from Councillors , volunteers and officers. I have been fortunate to be able to work with so many.
1	Apr 14. Site visit Clacton Rd., St. Osyth. 3 escalated to emergency, plus 3 additional sites in vicinity, visited within 6 hours but not accepted as urgent! Pictures submitted to substantiate second look at sites. Social media comments about works on the B1029 at Brightlingsea from UK Power, & Openreach wrongly assessed. A closer look at the licence, plus a phone call to Highways confirmed traffic light times between 09.30 & 14.30 apply. Inspector assigned to review on dates. All understand why, but it's a shame when knowledgeable individuals assume details without checking. In checking I was advised that ECC licensing system is one of the largest in the country with 110,000 permits issued last year. That's a lot!
2	Apr 10. Colne Road compromise agreed. Thank goodness. Deadline date for election applications. Choice of 6 individuals.
3	Apr 8. B1027 Flag Hill speed reduction. 4 residents still objecting. For many it looks very selfish! Cabinet member agrees legal rejection will delay implementation of 60 to 40 MPH Evening St. Osyth Parish annual meeting. Good promotion for volunteer organisations in the village.
4	Apr 2. Evening monthly meeting with Gt. Bentley parish

5	Apr 1. First mention of potential issue with road works via Cadent in Colne Road. Big effect on Wharf traffic being diverted to B1029 via New Street. Cars etc. probably okay but not 30ton cement and scrap orries. Discussions opened with Cadent, wharf, town Council, ECC licence dept. Licence suspended pending compromise for works due to start X 3 days from 13/14/15 April. Also need to speak to business's on estate too. Compromise agreed. Down to one day. Weekend. Probably Sunday 26 April. Need to reinstate permit once all party's spoken to. Tough discussions. Evening parish meetings at Thorrington & Alresford.
6	Mar 30. Motor bike fire at Gt. Bentley. Reported to Highways via Cllr Harry. Thanks. Request for help with Thorrington
7	Mar 27. Further accident at Lufkins farm. Believe "Give Way" sign damaged completely. Advised lack of white lines not factor but still requested. Numbers 4032754 & 3630424. Not sure if prosecution? AG forced to cancel residents surgery clinic at Library, as after pre-election period starts on 27 March.
8	Mar 26. Afternoon session. PSEG scrutiny. Chelmsford 1.Climate change 3rd annual report. 2.Long awaited Essex Safer Speed strategy. 18 months in the preparation. Key decision for county. Place Service community scrutiny committee AG chairs. Note 61 deaths in Essex last year. 846 accidents involving serious injury. Urge residents and Councils to respond.
9	Mar 25. Reports prepared Flag Hill meeting. Government announces 5 new unitaries for election in May 2027, with a view to take over fully on April 2028.
10	Mar 24. Site visit. B1029. Vine House pothole repaired after escalation visit.
11	Mar 20. AG attends call-in with Cllr. Platt. CMA. B1027. Flag Hill.
12	Mar 19. AG attends parish meetings in evening at Brightlingsea & St. Osyth.
13	REPEAT- STILL RELEVANT. DEVOLUTION DISCUSSIONS ARE EVERYWHERE. AFFECTING MANY ISSUES. Additional pressure around election timing. 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@agoggin.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
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Councillor Mick Barry

20.3.26 – Full cabinet Town Hall Clacton

23.3.26 – Officer update regarding Ride and Play Facility project Clacton

25.3.26 – Beach Hut Specification – discussion re final sign off.

31.3.26 – Briefing re Portfolio areas – summer event planning, fees and charges re open spaces (no increases 2026), Nepp lines for promenade way -update.

1.4.26 – briefing and review Officer Lee Heley.

PM – discussion re Active Wellbeing Pilots and funding allocation of £60k. Joint funding from Health and Sports budgets. Main focus Public health improvements.

1.4.26 – Briefing re Coastal team with Jennie Wilkinson - property and project management.

2-6.4.26 Easter shutdown

7.4.26 – Teams meeting with ECC officers re King Charles III coastal path.

8.4.26 – meeting Bayard Recreation Ground rec re pavilion and Storage.

9.4.26 – Briefing meeting with Mike Carran – re Grants, Recruitment, Project updates.

9.4.26 – PM – Briefing with leader re LGR

15.4.26 – Officer briefing Clacton.

Councillor Jayne Chapman

31.3.26 – Full Council

2.4.26 – Meeting with Developers (verbal report) with Cllr. Graham Steady

Councillor Graham Steady

23.3.26 – Audit Committee -Informal meeting

24.3.26 – Special Meeting Community Leadership Committee - Informal meeting

26.03.26 – Audit Committee – Main items Report on Internal Audit, Table of Outstanding Issues and Risk Based Verification Policy

Meeting with Kristy Childs and Andy Napeen s106 officers presented Lozenge and Boating Lake surrounding path schemes (Cllr Morgan)

All members briefing- personal safety

30.3.26 – Community Leadership Committee – Main items Annual Progress Review -Crime and Disorder Strategy 2025-2028

Community Governance Review for Clacton ,Holland and Jaywick Sands – Creating Parish Councils

31.3.26 – Full Council Meeting – Main Items Pay Policy Statement , Adoption of Annual Capital, and Treasury Strategy

All Members briefing – LGR update

15.4.26 – Annual Joint Scrutiny Meeting – Work programme 2026/2027.

Agenda Item 07

Facilities and Community Assets Team Meeting

**Notes of Meeting held on Thursday 9th April 2026 at 5.00 p.m.
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP**

Present:-

Councillors K Mitchell (Chairman), K Pentney and G Steady

Also present:

Councillor Atkinson

1. **Apologies for Absence:** Councillors Chapman, Howard, Morgan and Paveley. Apologies were received from non-committee members Councillors Barry and Carr.

2. **To receive the notes of the Meeting held on 12th March 2026** – Noted.

3. Update on the following:-

- **Heritage Pier Risk Assessment** – As reported by the Grounds Manager, the Risk Assessment is 85% complete.
- **Brightlingsea Harbour Commissioners complaint – Internal Auditors Advice** – No further update at the moment.
- **Batemans Tower Café** – Councillor Atkinson briefed members that a pre planning application had been submitted, which has a time span of 37 days, of which there are 10 days left. Consideration will be given whether to go back to full planning or a variation of planning, which would be a quicker route. Members requested the date of the last letter sent to the lessee, which has now been advised by the Town Clerk. During the meeting, Councillor Atkinson took correspondence from the lessee who acknowledged that an update was requested by the Council and that she would be advising the Council of the plans so far. Councillor Atkinson then suggested that once the Council has all the information, a meeting is arranged with the architect Ben Parmenter.
- **Colne Road Rear Access** – Situation on going. Update required from Councillor Paveley and update information supplied by our Archivist.
- **Strategic Projects** – Councillor Atkinson recommended that a fund is set up for feasibility studies on projects selected by the Council. This is to be taken to the next Finance meeting.
- **Boating Lake – Running Track** – Copy of the information provided by Councillor Morgan had been circulated to all members. It was agreed that the track should be described as a fitness track, to be fully inclusive. In principle the scheme has been accepted by Tendring District Council as per Councillor Steady's email of 29.3.26, but depending on the conditions two more quotations may be required. Councillor Steady to confirm on this. Consideration to be made for claiming extra money from S106 for signage and sundries.
- **S106 Monies** - Copy of the information provided by Councillor Steady on the Lozenge had been circulated to all members. It was agreed that the work proposed would be progressed subject to S106 conditions.

Recommendation: (1) Boating Lake – Running Track - The track should be described as a fitness track, to be fully inclusive. In principle the scheme has been accepted by Tendring District Council but depending on the conditions two more quotations may be required. Consideration to be made

Agenda Item 07

for claiming extra money from S106 for signage and sundries. (2) The Lozenge - The work proposed would be progressed subject to S106 conditions.

4. **Report from Grounds Manager** – A copy of the Grounds Managers report had been circulated to all members.

- **Cricket Club Sheds** – Councillor Atkinson reported that he and Councillor Barry had met with the Grounds Manager regarding the Cricket Club development, where the issue of replacement storage was discussed. It was agreed that the feasibility of a new facility to be sited at the Bayard Recreation Ground was to be looked into, and that the acquisition from Tendring District Council of their sheds in the Victoria Place Car Park be progressed.
- **Heritage Pier** – Clarification needed on the ownership of the nets left in situ on the Heritage Pier.
- **Water Pipes at the Allotments** – It was agreed that, bearing in mind that holes were found in the system, this is taken to finance to decide where the money would come from i.e. existing maintenance budgets or is extra required.

Recommendation: (1) Cricket Club Sheds - The feasibility of a new facility to be sited at the Bayard Recreation Ground was to be looked into, and that the acquisition from Tendring District Council of their sheds in the Victoria Place Car Park be progressed. (2) Heritage Pier – Clarification needed on the ownership of the nets left in situ on the Heritage Pier. (3) Water Pipes at the Allotments - Bearing in mind that holes were found in the system, this is taken to finance to decide where the money would come from i.e. existing maintenance budgets or is extra required.

5. **Any other Business** – Councillor Pentney suggested that the flat concrete surface that is covered in seaweed, from Splash Point round towards the Lido, could in some way be cleared so that it could be used by swimmers. It was agreed that Councillor Steady would contact the relevant officer at Tendring District Council to ask if this could be carried out in conjunction with the planned works around the perimeter path of the paddling pool.

Recommendation: Councillor Steady would contact the relevant officer at Tendring District Council to ask if the flat concrete surface that is covered in seaweed from Splash point round to the Lido could be cleared so that it could be used by swimmers, and the work could be carried out in conjunction with the planned works around the perimeter path of the paddling pool.

6. **Date of next meeting** – Tuesday 12th May 2026 at 11.00 a.m.

The meeting closed at 6.00 p.m.

Agenda Item 07

Recommendations to Full Council:

Minute Number	Decision	Actioned by
3 - Strategic Projects	A fund is set up for feasibility studies on projects selected by the Council.	Finance Committee
Boating Lake	The track should be described as a fitness track, to be fully inclusive. In principle the scheme has been accepted by Tendring District Council as per Councillor Steady's email of 29.3.26, but depending on the conditions two more quotations may be required. Councillor Steady to confirm on this. Consideration to be made for claiming extra money from S106 for signage and sundries.	
S106 Monies	Lozenge - the work proposed would be progressed subject to S106 conditions.	
4 – Grounds Managers Report	Cricket Club Sheds - The feasibility of a new facility to be sited at the Bayard Recreation Ground was to be looked into, and that the acquisition from Tendring District Council of their sheds in the Victoria Place Car Park be progressed.	
Heritage Pier	Clarification needed on the ownership of the nets left in situ on the Heritage Pier.	
Water Pipes at the Allotments	This is to be taken to finance to decide where the money would come from, i.e. existing maintenance budgets or is extra required.	Finance Committee
5 – Any other Business	Councillor Steady would contact the relevant officer at Tendring District Council to ask if the flat concrete surface that is covered in seaweed from Splash point round to the Lido could be cleared so that it could be used by swimmers, and the work could be carried out in conjunction with the planned works around the perimeter path of the paddling pool.	Councillor Steady

Environment and Transport Team

**Notes of Meeting held on Tuesday 7th April 2026 at 11.00am
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP**

Present:

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

Also present:

Tracey Pulford – Town Clerk

1. **Apologies for Absence** – Councillor Pentney.
2. **To receive the notes of the meeting held on 10th March 2026** – Noted.
3. **Update on the following**
 - a) **30mph Signs – Thorrington Parish Council** – Councillor Howard informed members that she had tried to contact the Clerk at Thorrington Parish Council but had not managed to speak to her yet. She will update once contact has been made.

Post meeting note: An email had been received from the Clerk at Thorrington Parish Council late on Tuesday 7th April 2026, details as follows:-

“Dear Cllr J. Howard & Tracey,

I hope you are both well.

Please accept my apologies, following a recent upgrade to our email system, a number of messages were unfortunately lost, including one I received from your Clerk regarding the VAS system. I believe it may have been sent by Tracey, although I may be mistaken.

I am writing to update you that Thorrington Parish Council has now completed its assessment of the speed monitoring device. Taking into account its good condition and maintenance, it has been agreed that the cost contribution for Brightlingsea Town Council would be £2,000. This includes the shared data cable, three mounting brackets, the protective case, the device itself, and two 12v batteries.

I hope this is helpful. If it would be of interest, we would be very happy to show you the device and how the data is stored, either in situ at its current location or through a discussion with Cllr A. Sadler, who would be pleased to talk this through with you.

Please do feel free to get in touch if you have any questions or would like to discuss this further.

***Kind Regards,
Lynsey Ritchie-Fagg CiLCA “***

- b) **PROW Volunteering** – The Clerk informed members that she had contacted Shirley Anglin of Essex County Council asking them to confirm where we are with the P3 Scheme. To date no response has been received. Councillor Barry said that he has a meeting with Shirley later today and will mention this and ask for an update.
- c) **Essex Act – Church Road, Strangers Corner** – Members were informed that the increased cost has been agreed by Council. Clerk to contact NEPP to reconfirm Councillor Barry's support and confirm the Town Council's agreement to the cost of implementing the Essex Act.

Councillor Howard mentioned that a local resident has sent in three emails about this area. Agreed to respond to the resident stating that the Essex Act is in progress with NEPP. Regarding additional trees being planted on the greensward, our Grounds Manager is liaising with Essex County Council about this. Once a meeting date has been arranged, we will let the resident know, and they can join the meeting.

- d) **Bus Stop at Hurst Green** – Councillor Howard briefed members on an email received by a local resident, and that a response has been sent. Councillor Steady said that the bus shelter in Regent Road needs looking at, and he will revisit with Essex County Council and Charlie Poulter.
- e) **New Waste Contract** – Councillor Steady updated members on the New Waste contract and that more bins will be available under the new contract. Members agreed to include on the newsletter an article – “Following on from the recent Keep Britain Tidy campaign, we are trying to encourage people, if bins are full, to move to bins with capacity or take their rubbish home with them.”
- f) **Loading Bay – Tesco and Co-Op** – The Clerk informed members that she had contacted Tesco's Head Office about their deliveries, and them putting out cones too early blocking parking for residents and visitors. Councillor Steady agreed to ‘touch base’ with Councillor Chapman on the loading bays.

Recommendation: (1) Essex Act – Church Road, Strangers Corner – Clerk to contact NEPP to reconfirm Councillor Barry's support and confirm the Town Council's agreement to the cost of implementing the Essex Act. A response to the resident stating that the Essex Act is in progress with NEPP. Regarding additional trees being planted on the greensward, our Grounds Manager is liaising with Essex County Council about this. Once a meeting date has been arranged, we will let the resident know, and they can join the meeting; (2) The newsletter to include an article - Following on from the recent Keep Britain Tidy campaign, we are trying to encourage people, if bins are full, to move to bins with capacity or take their rubbish home with them.”

- 4. **Any other Business – None.**
- 5. **Date of next meeting:** Thursday 14th May 2026 at 5.30pm

Meeting closed at 11.40 am.

Agenda Item 07

Action Points from meeting:

Minute Number	Decision	Actioned by
3) Essex Act – Church Road, Strangers Corner	Clerk to contact NEPP to reconfirm Councillor Barry's support and confirm the Town Council's agreement to the cost of implementing the Essex Act. A response to the resident stating that the Essex Act is in progress with NEPP. Regarding additional trees being planted on the greensward, our Grounds Manager is liaising with Essex County Council about this. Once a meeting date has been arranged, we will let the resident know, and they can join the meeting.	Town Clerk
Newsletter	To include an article - Following on from the recent Keep Britain Tidy campaign, we are trying to encourage people, if bins are full, to move to bins with capacity or take their rubbish home with them."	Admin Assistant

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

Several calls for help relating to council tax and benefits being changed.

Alterations on Blue badge renewals seem to be causing problems and more people having to have face to face assessments.

Accessibility Map

Councillors Chapman and Carr met with Nichola Stephen's on the 27th April 2026. The meeting was arranged to look at how the Council can assist with the Accessibility Map, which was previously presented to full council by Nichola and the Revd Caroline Becket.

This project involves partnering with retail businesses, and other institutions in the High Street that are able to meet the accessibility requirements for both members of the public and visitors to our town. The display on these places will be identified by a logo on the business door or window. As the project is now approaching its operational phase we would like to report to Full Council on the following.

1. A supplied logo and explanatory copy to be supplied to BTC for uploading onto both our Council website and our visit Brightlingsea portal
2. BTC to undertake a press release detailing the initiative
3. BTC to place in 2026/2027 Town Guide

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 14th April 2026 at 10.00 a.m.

Present:

Councillors

R Morgan (Chairman)

J Chapman (Vice Chairman)

D Atkinson, J Carr and J Howard

Also in Attendance:

Councillors M Barry and G Steady

Tracey Pulford - Town Clerk

3 Members of the public

F.268 APOLOGIES FOR ABSENCE: None received.

F.269 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 17TH MARCH 2026, RECEIVED BY COUNCIL ON THE 19TH MARCH 2026:

The Minutes were accepted as a true record.

F.270 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.271 BUDGET AND FINANCIAL REPORT UP TO 31ST MARCH 2026, INCLUDING:

A) FINANCIAL SUMMARY AS OF 31ST MARCH 2026

A copy of the "Profit and Loss 2025/26 March 31 2026" had been circulated to all members. Councillor Atkinson briefed members that this report is in a different format and is an attempt to look at the year-end figures. He said that the Internal Auditor is booked in later this month, and we are aiming to have everything signed off at the next meeting. He then briefed members on the following highlighted items:-

- Income – bank interest and rewards, car parking and sales income.
- Expenditure – legal fees and consultancy, maintenance, equipment and signage, salaries, structural reconfiguration, community reserve, contingencies and supplementary.

A discussion took place. Councillor Morgan thanked Councillor Atkinson for all his hard work this year on the accounts and said that his guidance has been appreciated. Councillor Barry asked about how the Council is going to manage the budget allocations, recognising that we will have a different shape with the Local Government Re-Organisation. He said that it looks like it is going ahead, subject to County Council Elections. He added that the District Council may not fund any of our costs relating to LGR, so the Town Council will be faced with condition surveys, feasibility studies, risk assessment, technical assessments, legal fees etc. He said we need to be cautious, as the next steps are probably the biggest in 10 years. Councillor Atkinson replied that we have looked at LGR – toilets, car parks etc., the numbers quoted were just numbers, with nothing firm behind them. We only have one chance at

getting this right. Any request for funding for Town Council projects should be linked together with LGR.

B) FINANCIAL MONTHLY OVERVIEW – MARCH 2026

A copy of the Financial Monthly Overview for March 2026 had been circulated to all members. The Clerk informed members that:

Income for March 2026	£14,740.13
Expenditure for March 2026	£25,603.65
Bank Balances as at 31.03.26	£199,407.78

C) CREDIT CONTROL AS OF 31ST MARCH 2026

A copy of the Credit Control list as of 31st March 2026 had been circulated to all members. A discussion took place, and the report was noted.

F.272 EXAMINING OF ACCOUNTS:

The Clerk informed members that there are 13 payments in the sum of £13,693.72 to be authorised, and Councillors Howard and Paveley **agreed** to sign off the accounts after the meeting.

F.273 FINANCIAL REQUESTS:

- Town Council Meeting Camera – Councillor Carr briefed members on a camera that he had found, and after discussion it was **agreed** to set a maximum amount of £500.00 towards the camera, with Councillors Carr and Paveley carrying out more research.
- Councillor Carr spoke about the Tourism Panel and that they are holding a ‘Press Day’ on the 15th May 2026. He briefed on the logistics of the day, and asked for £250.00 to put towards the day, including lunch. This was **agreed**.

Recommendation: Town Council Meeting Camera - Set a maximum amount of £500.00 towards the camera, with Councillors Carr and Paveley carrying out more research. Tourism Press Day – £250.00 is allocated towards the day.

F.274 FINANCIAL REQUESTS FROM THE ENVIRONMENT AND TRANSPORT TEAM AND THE FACILITIES AND COMMUNITY ASSETS TEAM:

Environment and Transport Team – Councillor Howard asked for support from the Finance Committee on the possible purchase of a VAS System from Thorrington Parish Council. She read out part of the email received:- “I am writing to update you that Thorrington Parish Council has now completed its assessment of the speed monitoring device. Considering its good condition and maintenance, it has been agreed that the cost contribution for Brightlingsea Town Council would be £2,000. This includes the shared data cable, three mounting brackets, the protective case, the device itself, and two 12v batteries. Councillor A. Sadler, who would be pleased to talk this through with you.” Councillor Paveley asked why they are getting rid of the system. Councillor Howard replied that she has not yet asked that question. After discussion it was **agreed** in principle to take this further, and a meeting with Councillor Sadler is arranged.

Facilities and Community Assets Team – Councillor Atkinson briefed that on Strategic Projects, a fund is set up for feasibility studies on projects selected by the Council. He added

that this is very important with Local Government Re-Organisation, we need to see how we progress this. He suggested that an amount of £25,000-£30,000 should be allocated for this and this would leave the future council in a very positive position. Councillor Paveley proposed that an amount of £30,000 is allocated for this. Seconded by Councillor Carr. **Agreed.**

Recommendation: ENT - VAS System from Thorrington Parish Council - Agreed in principle to take this further, and a meeting with Councillor Sadler is arranged. FCA - Strategic Projects Fund - £30,000 is allocated for a Strategic Project Fund.

F.275 ASSERTION 10 – WEBSITE ACCESSIBILITY:

The Clerk informed members that under Assertion 10 the Council's website must be made compliant with WCAG2.2AA. A copy of an email from Aubergine 262 Ltd had been circulated to all members. This email contained a quotation setting out the requirements for town and parish councils in relation to its website accessibility compliance (WCAG2.2AA) and is updated to reflect the changes set in SAPP 2025 (Assertion 10), how their platform meets that (and continuous onward compliance as regulation levels change) and the associated costs. After discussion it was **agreed** to ask for 'expressions of interest' from local companies, before asking for a Teams meeting with Aubergine 262 Ltd. Communications Team to put out a press release asking for 'expressions of interest'.

Recommendation: To ask for 'expressions of interest' from local companies, before asking for a Teams meeting with Aubergine 262 Ltd. Communications Team to put out a press release asking for 'expressions of interest'.

F.276 S106 MONIES:

Councillor Morgan briefed members that at the Facilities and Community Assets Team the Lozenge and the Fitness Track around the Boating Lake have been approved, subject to S106 grant funding from Tendring District Council. Councillor Morgan to organise two further quotations for the Fitness Track. Advise be sought from Tendring District Council as to whether the Lozenge project requires further competitive quotations to proceed. After discussion it was **agreed** that the Communications Team to put out a press release asking for feedback from residents, on how the Promenade and other paved areas could be used, linking with Active Travel.

Recommendation: The Communications Team to put out a press release asking for feedback from residents, on how the Promenade and other paved areas could be used, linking with Active Travel.

F.277 BRIGHT SHEDDERS LICENCE:

Councillor Paveley briefed members that he is working on a 6-year 'contracted out lease' for the Bright Sheddars. He said that he is still waiting for minor details to be included in the lease. Members agreed that this is progressed further.

Recommendation: The 6-year 'contracted out lease' is progressed further.

Before the meeting closed, members of the public were asked if they had any questions.

Q1) How much S106 money have Brightlingsea got?

A1) Councillor Morgan replied around £70,000.00.

Q2) What is the width of the fitness track around the Boating Lake?

A2) Councillor Morgan replied that the width of the track is 2 metres. The resident asked how much is the estimate? Councillor Morgan gave the quoted price which is for delivery and collection of plant; set up cones, barriers for safe working area; excavate area what has not been type 1 and dispose; supply terram and supply 100mm of type 1 crush and compact; supply A1 sand fill to depth of approx. 20mm to all of the area; leave area clean and tidy. The resident asked what about the Model Boat Club? Councillor Howard added that the area by the Campsite and Lido gets flooded, so drainage needs to be included.

F.278 CLOSE OF MEETING: There being no further business, the meeting closed at 10.45 a.m.

Received by Council on: 16.04.26

Approved by Committee on:

Signed by Chairman:

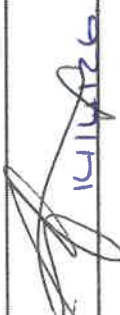
Signed by Chairman:

Action Points from meeting:

Minute Number	Decision	Actioned by
F.273 – Town Council Meeting Camera	Set a maximum amount of £500.00 towards the camera, with Councillors Carr and Paveley carrying out more research.	Cllrs Carr and Paveley
Tourism Press Day	£250.00 is allocated towards the Press Day.	
F.274 – ENT - VAS System from Thorrington Parish Council	Agreed in principle to take this further, and a meeting with Councillor Sadler is arranged.	Cllr Howard
FCA – Strategic Projects Fund	£30,000 is allocated for a Strategic Project Fund.	
F.275 – Assertion 10 – Website accessibility	To ask for ‘expressions of interest’ from local companies, before asking for a Teams meeting with Aubergine 262 Ltd.	Comms Team
F.276 – S106 Monies	The Communications Team put out a press release asking for feedback from residents, on how the Promenade and other paved areas could be used, linking this with Active Travel.	Comms Team
F.277 – Bright Shedders Lease	The 6-year ‘contracted out lease’ is progressed further.	Cllr Paveley

Payments for approval - General Account

Method:	Payee:	Nett £	VAT £	Gross £	Statutory Provisions:	For:
BACS	TBS Hygiene Ltd	300.00	60.00	360.00	LGA 1972	Dog Waste Collection 28.02.26-27.03.26
BACS	A.P. Landscaping & Garden Maintenance	477.50	0.00	477.50	LGA 1972	Gounds Maintenance - Grass Cutting
BACS	Brightlingsea In Bloom	1,289.00	0.00	1,289.00	S137 LGA1972	Standing Annual Grant 2026/2027
BACS	Capel Plant Holdings Ltd	110.00	22.00	132.00	Allot Act 1980 s.23	Toilet on Allotments 01.03.26-01.04.236
BACS	CVST	30.00	0.00	30.00	LGA 1972	Affiliation Fee 01.03.26-31.03.27
BACS	Essex Association of Local Councils	1,302.77	0.00	1,302.77	LGA 1972	EALC and NALC Affiliation Fee 2026/27
BACS	Friends of Historic Essex	12.00	0.00	12.00	LGA 1972	2026/2027 Membership Renewal
BACS	James Todd & Co Limited	60.80	12.16	72.96	LGA 1972	March 2026 Payroll Fee
BACS	Mrs Irish N Chamberlain	49.50	0.00	49.50	LGA 1972	Allotment fee paid in error as FREE year
BACS	MTL Maritime Limited	250.00	0.00	250.00	LGA 1972	PMSCF Course 14.4.26 for Grounds Manager
BACS	R Butcher Surfacing	1,980.00	396.00	2,376.00	LGA 1972	Works to Oyster Tank Road Car Park
BACS	Rural Community Council of Essex	136.50	27.30	163.80	LGA 1972	Membership Renewal 2026/2027
BACS	Sibbons	157.62	31.53	189.15	LGA 1972	Maintenance Works
BACS	Strong Point Design Limited	260.00	52.00	312.00	LCA 1972 s.144	Print and delivery of Banners
BACS	The Autumn Centre	2,215.00	0.00	2,215.00	S137 LGA1972	Standing Annual Grant 2026/2027
BACS	Top Glass Window Cleaning	26.00	0.00	26.00	LGA 1972	Cleaning of bus shelter and Parish Hall windows
BACS	Tower Security	345.03	69.01	414.04	LGA 1972	Nightling locking of Bayard Recreation Ground - March 2026
BACS	World Options Limited	100.45	20.09	120.54	LGA 1972 s.144	Distribution of Town Guides
BACS	Wurth UK Ltd	118.13	23.63	141.76	LGA 1972	Maintenance Works
BACS	Zurich Municipal	3,759.70	0.00	3,759.70	LGA 1972	Insurance for works vehicles 20.04.26-19.04.27
TOTAL		12,980.00	713.72	13,693.72		

Signed: 
Date: 14/4/26

Signed: 
Date: 14/4/26

Signed: Paul Howard
Date: 14/4/26

Financial Summary - Cashbook

Summary of receipts and payments between 01/03/26 and 31/03/26 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	£12,889.23	£1,850.90	£14,740.13
Total Receipts	<u>£12,889.23</u>	<u>£1,850.90</u>	<u>£14,740.13</u>
PAYMENTS	Net	Vat	Gross
Council	£24,730.97	£872.68	£25,603.65
Total Payments	<u>£24,730.97</u>	<u>£872.68</u>	<u>£25,603.65</u>

Closing Balances at 31/03/26

Ordinary Accounts

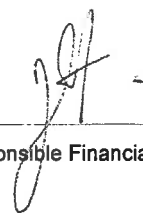
Barclays Treasury Deposit	£0.00
Business Current	£22,896.27
Business Premium (Client A/C)	£450.66
Business Premium (Reserve A/C)	£28,996.91
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£103,494.55
Instant Access Account	£27,712.66
Unity Current Account T2	£15,856.73
Total	<u>£199,407.78</u>

Signed



Chair

Clerk / Responsible Financial Officer



Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 31/03/26 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	£495,940.97	£8,438.67	£504,379.64
Total Receipts	£495,940.97	£8,438.67	£504,379.64
PAYMENTS	Net	Vat	Gross
Council	£423,915.96	£18,264.54	£442,180.50
Total Payments	£423,915.96	£18,264.54	£442,180.50

Closing Balances at 31/03/26

Ordinary Accounts

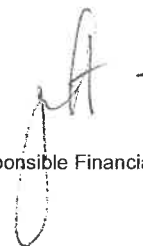
Barclays Treasury Deposit	£0.00
Business Current	£22,896.27
Business Premium (Client A/C)	£450.66
Business Premium (Reserve A/C)	£28,996.91
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£103,494.55
Instant Access Account	£27,712.66
Unity Current Account T2	£15,856.73
Total	£199,407.78

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 31st March 2026 at 10.00 a.m.

Present:

Councillors:

C Paveley (Vice Chairman)

M Barry, J Chapman and R Morgan

Also in attendance:

Tracey Pulford – Town Clerk

090. APOLOGIES FOR ABSENCE: Councillors A Gordon and J Howard.

091. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 17TH MARCH 2026.

The Minutes of the meeting held on 17th March 2026 were **approved** as a true record.

092. DECLARATION OF MEMBERS' INTERESTS:

The Chairman reminded members to declare interests where necessary.

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

The following applications had been received by Tendring District Council:

Application No:	25/01733/FUL – <i>Amended information</i>
Proposal:	Planning Application – Front, side and rear ground floor extensions and alterations. First floor side extension to provide additional accommodation, increasing capacity from 18 to 22 residents, and emergency escape stairs.
Location:	Stronvar Rest Home, Church 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:	26/00425/FULHH
Proposal:	Householder Planning Application – Single storey side and rear extension and porch
Location:	7 Manor House Way, Brightlingsea

☐ Object ☒ Support ☐ Neutral

Reason for comment:

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

Application No:	26/00466/TCA
Proposal:	Trees in a Conservation Area Notification – Cypress Leylandii Conifer – Fell
Location:	30 Nelson Street, Brightlingsea

☐ Object ☒ Support ☐ Neutral

Reason for comment:

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

094. CLOSE OF MEETING:

There being no further business to discuss, the Meeting closed at 10.21 a.m.

Received by Council on: 16.04.26

Approved by Committee on: 14/4/26

Signed by Chair:

Signed by Chair:

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Planning Committee Meeting held at
The Parish Hall, Victoria Place, Brightlingsea on
Tuesday 14th April 2026 at 10.45 a.m.

Present:

Councillors:

J Howard (Chairman)

C Paveley (Vice Chairman)

M Barry, J Chapman, A Gordon and R Morgan

Also in attendance:

Tracey Pulford – Town Clerk

095. APOLOGIES FOR ABSENCE: None received.

096. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 31ST MARCH 2026.

The Minutes of the meeting held on 31st March 2026 were **approved** as a true record.

097. DECLARATION OF MEMBERS' INTERESTS:

The Chairman reminded members to declare interests where necessary.

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

The following applications had been received by Tendring District Council:

Application No:	26/00438/FULHH
Proposal:	Householder Planning Application – Single storey rear extension (following removal of existing rear extension)
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:	26/00552/FULHH
Proposal:	Householder Planning Application – Single storey rear extension
Location:	66 Upper Park Road, Brightlingsea

☐ Object ☒ Support ☐ Neutral

Reason for comment:

☐ Makes observations on the application – see below

☐ No comment on the application

☐ No objection to the application

☐ Objects to application

☒ Supports application

099. TO NOTE THE FOLLOWING APPLICATION WHICH IS 'FOR INFORMTAION' ONLY:

Application No:	26/00211/LUPROP
Proposal:	Application for Lawful Development Certificate for proposed works consisting of internal alterations and changes to fenestration on the front and side elevation
Location:	41 Dover Road, Brightlingsea

This application was noted.

100. CLOSE OF MEETING:

There being no further business to discuss, the Meeting closed at 11.02 a.m.

Received by Council on: 16.04.26

Approved by Committee on:

Signed by Chair:

Signed by Chair:

Agenda Item 10 – Planning Decisions for Brightlingsea Town Council

26/00042/VOC Approval - Full 18.03.2026 Delegated Decision	Mr Durrell Brightlingsea Town Council are sad to see ancient trees being removed in a Conservation Area; however, it will accept the Tree Officers recommendations. Members expressed a strong preference against retrospective applications, particularly in cases where the tree has already been removed or where the works concerned cannot be altered or remedied!	Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (Approved Plans) of application 21/01407/FUL to allow change of tree plan, floor plans, elevation and materials.	Land Adj 5 Hurst Green Brightlingsea Colchester Essex CO7 0HG
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THE TENDRING DISTRICT COUNCIL AS LOCAL PLANNING AUTHORITY HEREBY GRANT PLANNING PERMISSION in accordance with the application form, supporting documents and plans submitted, subject to the following conditions:

1 CONDITION: The development hereby permitted shall be carried out in accordance with the following approved plans: -

Drawing No. 1.1 00 - Tree Plan –
Drawing No. 1.0 A - Floor Plans and Elevations –
Site plan 1785-P02B submitted under 21/01707/FUL

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

2 CONDITION: Notwithstanding the provisions of Article 3, Schedule 2, Part 1 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) (or any Order revoking and re-enacting that Order with or without modification), the windows shown on Drawing No. 1.0 A to the first floor north eastern elevation serving the landing, to the south western elevation serving the bathroom, en-suite for bedroom 1 and en-suite for bedroom 4 shall be non-opening below 1.7 metres above finished floor level and glazed in obscure glass prior to first occupation and shall thereafter be permanently retained in this approved form.

REASON: To protect the privacy and amenities of the occupiers of adjoining property.

3 CONDITION: Prior to occupation of the dwelling a 1.5 metre x 1.5 metre pedestrian visibility

splay, as measured from and along the highway boundary, shall be provided on both sides of the vehicular access. Such visibility splays shall be retained free of any obstruction in perpetuity. These visibility splays must not form part of the vehicular surface of the access.

REASON: To provide adequate inter-visibility between the users of the access and pedestrians in the adjoining public highway in the interest of highway safety.

4 CONDITION: Prior to occupation of the dwelling and as indicated on drawing no. P01h approved under 21/01407/FUL, a vehicular turning facility, of a design to be approved in writing by the Local Planning Authority 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.

5 CONDITION: Prior to occupation of the dwelling the vehicular access shall be constructed at right angles to the highway boundary and to the existing carriageway. The width of the access at its junction with the highway shall not be more than 4.5 metres (5 drop kerbs), shall be retained at that width for 6 metres within the site and shall be provided with an appropriate dropped kerb vehicular crossing of the footway/highway verge.

REASON: To ensure that vehicles can enter and leave the highway in a controlled manner in the interest of highway safety.

6 CONDITION: No unbound material shall be used in the surface treatment of the 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.

7 CONDITION: There shall be no discharge of surface water onto the Highway.

REASON: To prevent hazards caused by water flowing onto the highway and to avoid the formation of ice on the highway in the interest of highway safety.

8 CONDITION: Any proposed boundary planting shall be planted a minimum of 1 metre back from the highway boundary and any visibility splay and retained free of obstruction above 600mm at all times.

REASON: To ensure that the future outward growth of the planting does not encroach upon the highway or interfere with the passage of users of the highway, to preserve the integrity of the highway and in the interests of highway safety.

9 CONDITON: All new hard surfaced areas shall be made of porous materials, or provision shall be made to direct run-off water from the hard surface to a permeable or porous area or surface within the site.

REASON: In the interests of sustainable development and to ensure that run-off water is avoided.

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

information provided within the document entitled "EV CHARGING DETAILS - REC'D 22.12.25", approved under application 25/01875/DISCON, unless otherwise agreed in writing by the local planning authority.

Reason - In order to promote sustainable transport.

11 CONDITION: No materials produced as a result of the site development or clearance shall be burned on site.

REASON: To protect the amenity of nearby residential properties.

12 CONDITION: No vehicle connected with the works to arrive on site before 07:30 or leave after 19:00 (except in the case of emergency). Working hours to be restricted between 08:00 and 18:00 Mondays to Saturdays (finishing at 13:00 on Saturdays) with no working of any kind permitted on Sundays or any Public/Bank Holiday whilst construction works and alterations are being carried out.

REASON: In the interests of residential amenities.

13 CONDITION: Rainwater goods shall be black painted or powder-coated metal and shall be permanently maintained as such.

REASON: In the interests of the setting of the Conservation Area.

14 COMPLIANCE: IMPLEMENTATION OF APPROVED LANDSCAPING CONDITION: All changes in ground levels, hard landscaping, planting, seeding or turfing shown on the approved landscaping details Drawing no. 1.1 REV 00, shall be carried out during the first planting and seeding season (October - March inclusive) following the commencement of the development or in such other phased arrangement as may be agreed in writing by the Local Planning Authority. Any trees or shrubs which, within a period of 5 years of being planted die, are removed or seriously damaged or seriously diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority agrees in writing to a variation of the previously approved details.

REASON: To ensure the implementation, retention and maintenance of the approved landscaping scheme for a period of five years in the interests of visual amenity, the quality of the development and the character of the area.

<u>26/00133/FUL</u> Approval - Full 19.03.2026	Y M C A Brightlingsea Town Council supported this application.	<i>Planning Application - Proposed external ramp and means of escape from existing fire exit doors.</i>	Y M C A 55 High Street Brightlingsea Colchester Essex CO7 0AQ
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THE TENDRING DISTRICT COUNCIL AS LOCAL PLANNING AUTHORITY HEREBY GRANT PLANNING PERMISSION in accordance with the application form, supporting documents and plans submitted, subject to the following conditions:

1 COMPLIANCE REQUIREMENT: 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 2004 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.

2 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 nay successive phasing plan as may subsequently approved in writing by the Local Planning Authority prior to the commencement of development pursuant to this condition.

- YMCA/B/26/ 1
- YMCA/B/26/ 2
- YMCA/B/26/ 3

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>26/00161/FUL</u> Approval - Full 19.03.2026	S Prashar - Manor Parade Dental and Cosmetic Clinic	Planning Application - Change of Use from Dwellinghouse (C3) to a Class E(e) Dentist	8 Manor Parade Park Drive Brightlingsea Essex CO7 0UD
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THE TENDRING DISTRICT COUNCIL AS LOCAL PLANNING AUTHORITY HEREBY GRANT PLANNING PERMISSION in accordance with the application form, supporting documents and plans submitted, subject to the following conditions:

1 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.

2 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).

Site Plan - Rec'd 30/01/2026

Proposed Floor Plan - Rec'd 18/03/2026

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.

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.

3 ONGOING REQUIREMENT IMPOSED - RESTRICTION ON OPERATION TIMES

CONDITION: The hereby permitted use shall only operate between the hours of 09:00am - 05:00pm Monday to Fridays only. There shall be no deliveries to the use arranged for outside of these approved hours.

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

NOTE/S FOR CONDITION:

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

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

4 SPECIFIC RESTRICTION ON DEVELOPMENT: RESTRICTION ON CHANGES OF USE

CONDITION: Notwithstanding the provisions of Article 3, Schedule 2 Part 3 of the Town & Country Planning (General Permitted Development)(England) Order 2015, (or any Order revoking and re-enacting that Order with or without modification), the hereby approved development shall be used solely as a dentist under Class E (e) use and for no other purpose including any other purpose in Class E of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (or in any provision equivalent to that Class in any Statutory instrument and re-enacting that Order with or without modification).

REASON: To enable the Local Planning Authority to retain control over the development in the interests of the amenity.

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
25/01838/LUE X Lawful Use/development Refused 23.03.2026 Delegated Decision	Mrs Lesley Gunfield Brightlingsea Town Council supported this application.	Application for Lawful Development Certificate for Existing Use or Development for single dwelling house with no connection to agricultural work.	Moverons Lodge Moverons Lane Brightlingsea Colchester Essex CO7 0SB

NOTIFICATION OF REFUSAL OF CERTIFICATE OF LAWFUL USE OR DEVELOPMENT

Tendring District Council hereby REFUSE the application for a Certificate of Lawful Existing Use in respect of the use described in the First Schedule hereto in respect of the land specified in the Second Schedule hereto for the following reason:

1 The submitted information does not evidence the claimed use of the single dwelling house with no connection to agricultural works, in breach of Condition 4 of planning permission 94/01187/OUT, has been for a continuous period of more than 10 years before the date of this application. Therefore, given the sparsity of the evidence provided to demonstrate an established existing use where it would be immune from enforcement action, the application is refused.

25/01733/FUL Approval - Full 01.04.2026 Delegated Decision	Mr Chike Nwangwu - Stronvar Rest Home Brightlingsea Town Council supported this application.	Planning Application - Front, side and rear ground floor extensions and alterations. First floor side extension to provide additional accommodation, increasing capacity from 18 to 22 residents, and emergency escape stairs.	Stronvar Rest Home Church Road Brightlingsea Colchester Essex CO7 0QT
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THE TENDRING DISTRICT COUNCIL AS LOCAL PLANNING AUTHORITY HEREBY GRANT PLANNING PERMISSION in accordance with the application form, supporting documents and plans submitted, subject to the following conditions:

1 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.

2 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. P004 Revision E - Proposed Ground Floor Plan
Drawing No. P005 Revision D - Proposed First Floor Plan
Drawing No. P006 Revision B - Proposed Roof Plan
Drawing No. P007 Revision C - Proposed Elevations
Drawing No. P008 Revision B - Proposed Site and Block Plan
Drawing No. P009 Revision C - Existing and Proposed Streetscene
Drawing No. P007 Revision D - Proposed Elevations (With Key Dimensions)
Drawing No. P008 Revision C - Site and Block Plan (with Key Dimensions)
Drawing No. P010 Revision C - Amended Existing and Proposed Parking Plan Design and Access Statement - Received 19.02.2026

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.

3 ONGOING REQUIREMENT; PARKING PROVISION

CONDITION; Prior to the first occupation of the development hereby approved, the proposed parking layout shall be fully completed, hard surfaced and clearly marked out in accordance with the approved plans. The parking areas shall thereafter be retained in their approved form and kept permanently unobstructed for the sole purpose of the parking of vehicles thereafter.

REASON; To ensure adequate on-site parking is provided and retained in the interests of highway safety.

26/00215/FUL HH Refusal - Full 09.04.2026 Delegated Decision	Mr Gary Campbell Brightlingsea Town Council supported this application subject to Officers agreement regarding Conservation Area and coastal Protection Belt.	Householder Planning Application - Erection of ground floor and part first floor side extension, extension of first floor terrace and front porch	Creeky Cottage 48 Mill Street Brightlingsea Colchester Essex CO7 0SZ
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THE TENDRING DISTRICT COUNCIL AS LOCAL PLANNING AUTHORITY HEREBY **REFUSE** PLANNING PERMISSION in accordance with the application form, supporting documents and plans submitted for the following reason(s):

1 REASON FOR REFUSAL - UNACCEPTABLE & HARMFUL SCALE, DESIGN & VISUAL IMPACT

One of the core planning principles of the National Planning Policy Framework (NPPF), as set out at paragraph 135, is to secure high-quality design that is sympathetic to local character and contributes positively to the built environment. This is echoed by Policies SP7 and SPL3 of the Tendring District Local Plan 2013-2033, which require development to respond appropriately to its context and to respect the character and appearance of its surroundings through careful consideration of siting, height, scale, massing, form and design.

This section of Mill Street is characterised by a cohesive and visually consistent terrace of eight dwellings, where front-built form is limited and architectural detailing is modest, with small-scale porches providing the only notable forward projections. While the host property and the end dwelling benefit from modest single-storey side extensions, these are subordinate in scale, set back from the principal elevation and do not disrupt the established rhythm or visual unity of the terrace.

In contrast, the proposed front porch and side extension, by virtue of their combined width, forward siting and scale, would introduce a dominant and visually intrusive addition that would be readily apparent in the street scene. The proposals would appear disproportionate to the host dwelling and erode the consistent linear form and understated character of the terrace, resulting in material harm to the visual amenity of Mill Street and the character of the surrounding area.

This harm would be further exacerbated by the proposed use of Hardiplank cladding at first-floor level, which would appear incongruous and visually discordant when viewed against the prevailing palette of render and brick within the terrace. Taken together, the inappropriate scale, siting and materiality of the development would fail to achieve a high standard of design and would represent an unsympathetic and harmful form of development within a sensitive street scene, contrary to the provisions of the NPPF and Policies SP7 and SPL3 of the Tendring District Local Plan.

26/00225/LUE X Lawful Use/development Refused 08.04.2026 Delegated Decision	Mr Towner	Application for Lawful Development Certificate for Existing Use or Development to confirm the use class as Class E(g)(iii) (formally B1 light industrial) and storage specifically including the use of hand power tools.	The Yard Lime Street Brightlingsea Essex CO7 0BH
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Brightlingsea Town Council objected to this application, as follows:-

Many community members and councillors present at the meeting seemed unaware of boatyard operations and vessel repairs since the 1970's. We are in receipt of written representations supporting the view that such operations did not exist.

The recent objection from Essex Highways about the public footpath for vehicular and commercial access is relevant to this application. Using a public footpath for business access raises highway amenity concerns as to maintenance and upkeep of the footpath. The application doesn't address this issue or the potential conflict between pedestrians and commercial traffic and the subsequent increased use.

We cannot find evidence of a permitted business licence, raising questions about the lawfulness and compliance of the proposed use.

Further the committee wishes to record these planning considerations:

- The site isn't designated as employment land, so the proposal would change its character and planning status.**
- Using powered equipment would change the intensity and impact of operations, even with limited mechanised activity. This would cause noise and disturbance that don't match the area's character.**
- The site is in the Coastal Protection Belt, where development is controlled to protect landscape, openness, and the environment. The proposed use would conflict with the policy objectives of such protected areas.**
- The site is very close to residential properties which are part of the Brightlingsea Town Conservation Area. The operation of powered tools and intensified commercial activity would cause significant noise and disturbance, affecting residential amenity and damaging the historic environment.**
- Suitable employment land is available within 200 meters; therefore, we find unnecessary to redesignate the site for employment.**

The Council thinks the site should stay restricted to storage use only, as it's historically limited to. The proposed change would be unjustified and harmful, as the site isn't designated or appropriate for employment or has a realistic commercial access route.

The Council therefore objects to the application due to these reasons and requests the Local Planning Authority to consider highway safety, public right of way, licensing, and the effect on the local conservation area and its inhabitants when deciding.

NOTIFICATION OF REFUSAL OF CERTIFICATE OF LAWFUL USE OR DEVELOPMENT

Tendring District Council hereby **REFUSE** the application for a Certificate of Lawful Existing Use in respect of the use described in the First Schedule hereto in respect of the land specified in the Second Schedule hereto for the following reason(s):

1 The Local Planning Authority is not satisfied, on the balance of probabilities, that the existing use of the site known as 'The Yard' falls within Class E(g)(iii) of the Town and Country Planning (Use Classes) Order 1987 (as amended). The applicant has failed to provide sufficiently precise and authoritative evidence to demonstrate a continuous period of Class E(g)(iii) use for at least 10 years, as required under Section 191 of the Town and Country Planning Act 1990.

Furthermore, the lawful use of the site remains that permitted under planning permission TEN/1033/78, namely a builders' store within Use Class B8, subject to restrictive operational conditions. No evidence has been submitted to indicate that any breach of these conditions, or any material change of use, has occurred continuously for a period of 10 years.

Accordingly, the Local Planning Authority is not satisfied that the use described in the application is lawful, and the certificate is therefore refused.