

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Council Meeting held at
The Parish Hall, Victoria Place, Brightlingsea,
on: Thursday 16th July 2026 at 7.00pm.

Present:

Councillors

R Morgan (Mayor)

K Mitchell (Deputy Mayor)

D Atkinson, J Chapman, C Paveley,

K Pentney and G Steady

In attendance:

Tracey Pulford – Town Clerk

County Councillor Aimee Keteca

8 Members of the public

38. APOLOGIES FOR ABSENCE:

Apologies received from Councillors Barry, Carr and Howard.

39. TO RECEIVE THE MINUTES OF THE MEETING HELD ON THE 18TH JUNE 2026 AND TO CONFIRM AS A CORRECT RECORD:

Councillor Chapman proposed that the Minutes of the meeting held on the 18th June 2026 were accepted as a true record. Seconded by Councillor Mitchell. **Agreed.**

40. MAYORS ANNOUNCEMENTS:

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

The Mayor then mentioned the following:-

Following the judging of the sandcastle competition last month, we have received lots of lovely 'thank you' cards, which he passed round for Councillors and public to view.

He then reminded everyone that there is no planned meeting for August.

There are a lot of events happening over the next few weeks, including the Regatta, the Mercury Theatre are giving a free performance on Hurst Green, the Music Festival, All Saints' Summer Fete, Mayor of Sandwich visit, VJ Memorial Service, Food & Drink Festival, Town Show and the Classic Car Show.

The Mayor then briefed members of the public that we have two Councillor vacancies on the Council, if anyone is interested. We are holding an informal meeting on the 23rd July 2026 between 5pm and 7pm, where any interested person can come and talk to current Councillors about what the role is. Application forms will also be available on the 23rd, on our website or from the Parish Hall.

41. DECLARATION OF MEMBERS' INTERESTS:

The Mayor reminded Members to declare interests when necessary.

42. UPDATE FROM COUNTY COUNCILLOR KETECA:

County Councillor Keteca's read out her report, copy annexed to the Minutes (see attached Appendix 2).

Councillors then asked the following questions:-

- Councillor Chapman thanked County Councillor Keteca for keeping her in the loop regarding the closure of Quenby.
- Councillor Mitchell mentioned the 'smiley face' warning sign and the email received from Essex County Council. County Councillor Keteca asked for a copy of the email.
- Councillor Paveley mentioned speed watch and asked if it was for a certain period of hours. County Councillor Keteca replied that she is waiting for a copy of the report but will push for engagement to review it certain times of the day and night.
- Councillor Atkinson asked if County Councillor Keteca could elaborate on Local Government Reorganisation. County Councillor Keteca replied not at the moment, no.

Members of the public asked the following questions:-

Q1) Will you be submitting a copy of your report for the public?

A1) County Councillor Keteca replied yes, I will send a copy to the Clerk and make copies available on reception for the public to collect.

County Councillor Keteca left the meeting at 7.21pm.

43. 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 – Nothing further to add.

Councillor Steady briefed on the bins and environmental, and that he has spoken to the Portfolio Holder and put forward recommendations.

The Clerk mentioned that a van was seen fly tipping along the Western Promenade at 8.30am, Tendring District Council have been contacted and they confirmed that they will be prosecuting.

44. TEAMS REPORTS:

Facilities and Community Assets – Councillor Steady briefed members on the meeting held on the 7th July 2026. The Facilities and Community Assets Team report was then accepted and the following recommendations were agreed:-

- Batemans Tower Café – The resident who raised the question is to be contacted about this;
- Batemans Tower Café – As this invoice has nothing to do with the Town Council, the dispute is between Tendring District Council and the tenant of Batemans Tower Café. Also, the tenant is to be contacted, advising that this email has been received, and ask them to settle the amount with immediate effect.
- Oyster Tank Road – No further action is taken;

- Oyster Tank Road – The Council writes to all the residents who back onto the rear access road, about cars being parked on the road, and if they wish to purchase a permit to allow parking, they can do so.
- An indicative quotation is obtained and brought back to a future meeting.
- A public meeting is arranged for September at the Colne Yacht Club, to ask for people with certain skills to be part of this strategy.
- A quotation is obtained from R Butcher Surfacing to fill in the holes on the road on the Western Promenade.
- Tell the Rugby Club to move the container as soon as possible.
- Inform the Scouts that they have to purchase a cage for storage of their gas cannisters.
- Councillors Mitchell and Paveley would put together a press release that the play equipment in the playgrounds is for children not adults.
- A resident from Wivenhoe can obtain a key to the height barrier to allow access to their converted motor home (for wheelchair access), to be reviewed in 6 months' time, subject to the usual car park charges.

Environment and Transport – Councillor Mitchell briefed members on the meeting held on the 9th July 2026. The Environment and Transport Team report was then accepted and the following recommendations were **agreed**:-

- Councillor Barry would contact the Director of the North Essex Parking Partnership to discuss the enforcement plan and how to resolve the matter.
- A litter campaign would be included in the next Council newsletter.
- Notices would be placed on all bins, Brightlingsea and Tendring. Clerk to check with Grounds Manager to see if the signs have been ordered.
- Councillor Steady to send the updated bin list to Councillor Mitchell.
- Real Time boards could be fitted to the Brewers Bus Shop, outside the Museum and at the Colne School Stop.
- A canopy should be installed outside the Museum.
- A new bus stop installed in Regent Road subject to funding.
- The timetable listing is updated to include the Museum stop.
- Councillor Mitchell to check with the Scouts whether or not the rowing boats are to be used this year.

Welfare & Residents' Services Team – Councillor Chapman reported that the Hospital Hopper bus costs £8.50 single or £17.00 return for adults, children £4 and £8. People with a bus pass is free. They only run Tuesdays and Thursdays at the moment. We need to request how the service is being received, and the numbers using it.

Communications Team – Councillor Mitchell briefed members on the meeting that took place on the 16th June 2026 and that we are asking for local photographers to send us your pictures to include a 'photo of the month' on our newsletter.

The Clerk asked to record thanks to all who attended the Tendring Hundred Show last week, promoting Brightlingsea, including the Mayoress.

45. TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE MEETING HELD ON 14TH JULY 2026 AND TO CONFIRM THE RECOMMENDATIONS THEREIN:

Councillor Paveley then proposed that the Minutes of the Finance and Property Meeting held on the 14th July 2026 are accepted as a true record, and the recommendations (as written below) be accepted:

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

Councillor Paveley informed members that the Olympic Gold Medal Monument does not require planning permission, as it will be removed by October.

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

The Payments and Accounts for the period June 2026 (as attached – see Appendix 3) were proposed by Councillor Chapman as follows:-

General Current T2 Account – under delegated authority to the Finance Committee 18 payments totalling £6,882.67 have been authorised and paid. The statement of balances on the following accounts are to be accepted:-

Barclays Current Account (XXXX7055)	£50,370.49
Barclays Premium Account (XXXX8295)	£29,079.53
Barclays Premium Account (XXXX9433)	£451.95
CCLA Public Sector Deposit Fund	£104,479.94
Instant Access Account (XXXX0373)	£28,287.20
Current T2 Account (XXXX0360)	£62,366.07
Petty Cash Account	£11.16
Making a total of	£275,046.34
Less one unrepresented cheque	£315.00
Making a total on accounts of	274,731.34

Income for June 2026	£11,944.18
Expenditure for June 2026	£34,023.08
Income to date 1 st April – 30 th June 2026	£188,210.06
Expenditure to date, 1 st April – 30 th June 2026	£112,886.50

Barclaycard payments for the month of June 2026	£229.01
Cash card payments for the month of June 2026	£138.84
Employee payments paid for the month of June 2026	£17,431.50

Seconded by Councillor Morgan. **Agreed.**

47. TO NOTE THE MINUTES OF THE PLANNING MEETINGS HELD ON 30TH JUNE AND 7TH JULY 2026 AND NOTE THE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL:

Councillor Paveley proposed that the recommendations in the Minutes of the 30th June and 7th July 2026 be agreed by Council, together with the planning decisions from Tendring District Council. He mentioned application number 26/00681/OUT for Land rear of Stoney Lane and these 5 bungalows are included in the Local Plan revised number of 150, not extra. The committee supported this application. Councillor Chapman added that the 150 houses would consist of 90 houses and 60 assisted living/warden-controlled properties which are on the old Well House site.

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

48. QUESTIONS FROM THE PUBLIC:

Two written questions had been received, as follows:-

Q1) David Grimwood from the Colne Community School - Steven Crane has passed on your email regarding some of our students attending a Council meeting. I think it would be a great opportunity for our students to experience this. I think it would be best initially to hold a meeting with the students only to begin with. I think we would be looking at September now if that is possible, please send over some potential dates and times.

The Mayor asked if Council were happy to suggest some dates and times for this to happen. **Agreed.**

Q2) Anyone in the Council know what has happened to the suggested Bank Hub? A petition was at the Spar for many months; it seemed to be gaining a lot of interest. It has now disappeared, so why, what has happened, has the idea been deemed impactable or has it been stopped by other parties. Life is not getting any easier is it?

A2) The Mayor replied that we can support it in principle. Councillor Steady added that he is not sure who started the petition in the Spar, but maybe we should find out and talk to them. Regarding a Bank Hub, 5 years ago there was a consultation in Rochford for setting up banking hubs. The cost of the consultant's time, buildings, finances etc, it was felt it was a too bigger step for the Town Council to take on. The Mayor said that he will go to the Spar to find out who did the petition. Councillor Chapman suggested writing to the individual banks to see if anyone would be interested and is there any way they could consider joining forces to bring in a Bank Hub. Councillor Mitchell added that the Council should contact the local businesses to see if they would support local banking.

Q3) Councillor Paveley said that he has been contacted by a local resident about a BMW car that is parked in the Oyster Tank Road car park. It currently has 9 parking tickets on it. When does the car park authority start moving it?

A3) The Mayor replied that we will investigate this.

Q4) Councillor Paveley said that he has been contacted by the great grandson of Charles Fensom, who was Chairman of the Council between 1962-1963, and that they would like to get a street named after him. He added that there is a website that they can apply to and would need the local Councils support. This was **agreed.** Councillor Chapman added that the Council were involved with the naming of the Robinson Road development. She also added that they have to be deceased to get a road named after them.

Q5) The Hopper Bus, is this the service to Colchester General Hospital and do you have to book?

A5) Councillor Chapman replied yes, you book through Tendring Community Transport, it runs on a Tuesday and Thursday. Councillor Mitchell added the Council will put out some information on its next newsletter.

Q6) The Police – As you know we are going to have big changes in the Police. We are going to have an FBI for England and Wales, 12 mega forces which will make a big change in the whole of England. I started reading the White Paper, they want more Police on the beat. They are going to bring people from the back office, to cover shopping areas, and where they get anti-social behaviour. The White Paper does not mention the River Police or the coastal Police which is important for Brightlingsea. They do not say much about the traffic police, but what are your views on this change? It will be coming in in the next two years. It is a White Paper and it will go through the Government. It will be linked into the Unitary Authority, which is only two years away. It is important we understand, like the emergency plan, who does that affect? What is going to happen to the Fire Service?

A6) The Mayor replied that this is all very relevant. The Council did have a meeting with the Chief Inspector, and we did question him, but he did not know much more than you do, it is all in abeyance.

Q7) Batemans Tower Car Park – what are the parking restrictions? I do not think there are any. From 8am until 6pm there are charges, all night long there are no charges. There are no charges from October to May. What is to stop me, in my motor home, going into the car park at night and come out at 6am?

A7) Councillor Chapman said that we have asked Tendring District Council to install a height barrier and sign stating ‘no overnight parking’.

Q8) In light of the murder of Ann Widemore, does the Council think it might want to put things in place to make our Councillors and Staff feel safe?

A8) Councillor Chapman replied that Tendring District Council are bringing in personal safety training. We will ask that when the slides are available, can we bring them to the Town Council.

49. TOWN CLERK’S REPORT:

Councillor Pentney declared an interest in the following item and took no part in any discussion.

- 1) **Agreed** to the temporary road closure for the Pram Race on Saturday 15th August 2026 from 12.00hrs – 18.30hrs from the boundary of the Old Fire House to the Junction of Victoria Place and Ladysmith Avenue. Also **agreed** that they can use Victoria Gardens for a seating and DJ area.

50. CLOSE OF MEETING:

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

Chair

Date: 17th September 2026

Mayor's Report:

Attended the following:

20 th July 2026	Carnival Judging, with Mayoress
23 rd July 2026	Chief Inspectors Tour of Brightlingsea
27 th June 2026	Summer Fete at Quenby Rest Home
28 th June 2026	Stroke 4 Stroke event, with Mayoress
2 nd July 2026	Meeting with Gary Guiver of Tendring District Council to discuss Local Government Reform, with Councillors
8 th July 2026	Colne Community School Sports Awards Evening
11 th July 2026	Met the High Sheriff of Essex at the Brightlingsea Museum
	Mayoress attended the Tendring Hundred Show on behalf of the Mayor

Appendix 2

Essex County Councillor Report – 16 July 2026

Brightlingsea Town Council

Good evening, Mayor, Cllr's and members of the public.

Unfortunately, I was unable to attend this week's Essex County Council meeting and submitted my apologies. However, I have been briefed on the key decisions and updates.

Some of the key outcomes from Full Council included:

- The Council reaffirmed its opposition to Local Government Reorganisation (LGR), with concerns continuing to be raised regarding the impact on local representation and local communities.
- Members received an update on the Council's **100 Day Plan**, which focuses on improving highways, supporting the local economy, delivering more efficient services and strengthening support for communities across Essex.
- An update was provided on the Council's work to reduce unnecessary expenditure, with approximately **£3 million** of savings identified to date through programme reviews.
- Highways performance continues to improve, with pothole repairs reported to be around **30% higher than at the same point last year**, reflecting the Council's increased focus on road maintenance.
- A motion supporting the protection of Essex's green spaces and addressing concerns around overdevelopment was approved.
- Members also debated and approved a motion relating to free speech.
- There will be **no increase in councillor allowances**.

Local Casework

I have received a fairly significant volume of casework from residents across Brightlingsea and have been working with officers and partner organisations to progress these issues. At times, these need to be prioritised.

Road Safety – Red Barn Road

I have received numerous reports regarding speeding and road safety, particularly on Red Barn Road, together with concerns in other parts of the town.

I raised these concerns directly with **Chief Inspector Stuart Austin** and **Scott Lewis, Tendring Partnership and Engagement Sergeant**, who manages the Tendring PCSOs.

I have since been advised that PCSOs have carried out speed monitoring on Red Barn Road.

Appendix 2

This involves monitoring the first 100 vehicles to establish whether the location meets the criteria for further enforcement by the Casualty Reduction Team.

I understand these checks were undertaken this week, and I am currently awaiting the results. I will update both the Town Council and residents once I receive further information.

Wider Road Safety Concerns

I have also referred several other locations in Brightlingsea to Essex Highways' Road Safety Team for consideration.

The Road Safety Team has advised that interventions are evidence-led and based on police-recorded personal injury collision data. A location must meet strict criteria before engineering improvements can be considered.

At present, the locations I have raised do not meet those intervention thresholds. Whilst this may not be the outcome residents were hoping for, it also reflects that there have not been sufficient reported personal injury collisions at those locations. I will continue to monitor concerns and raise any emerging issues as further evidence becomes available.

Tesco Express Pothole

Following concerns raised by Julie from Brightlingsea Town Council regarding the deteriorating pothole outside Tesco Express, I contacted Essex Highways.

Although previously reported, the defect has continued to deteriorate. I have liaised with Essex Highways and they have now responded to an urgent inspection, which is expected to take place within the next one to two weeks.

Bollards

Following concerns regarding the bollards outside Baldwins, I escalated the matter with Essex Highways.

The location has now been added to the assessment programme and is expected to be inspected within the next few days.

I have also requested that, whilst officers are on site, they inspect the damaged bollard at the bottom of Queen Street, near Tesco, so both matters can be considered during the same visit.

Manor House Way Street Lighting

Concerns were raised with me regarding two damaged street lighting columns on Manor House Way.

One column was struck by a vehicle and removed, while a second column, damaged during autumn 2025, was also removed, leaving only a stub with a warning notice attached.

I am pleased to confirm that the Street Lighting Team is aware of the issue and has advised that both lighting units are scheduled to be replaced within the next six weeks.

Appendix 2

Quenby Rest Home

There is growing concern that Quenby Rest Home will close in a matter of weeks. I have remained in contact regarding Quenby Rest Home following concerns raised by residents' families.

A meeting had been planned with families, myself and **Sir Bernard Jenkin MP**. However, as the care home has now entered a formal consultation period, that meeting will no longer proceed in its original form.

I understand that another meeting for families is expected to take place later this month. As the consultation is ongoing and a number of options are currently being considered, it would not be appropriate for me to comment further at this stage. I will continue to monitor the situation and provide support where Essex County Council is able to do so.

Caravan Enquiry

With regard to the caravan matter raised by **Councillor Barry**, I am continuing to investigate the issue and am working with the relevant officers to identify a resolution as quickly as possible.

Responses to Previous Questions

Roadworks on the B1029

Councillor Mitchell raised concerns regarding roadworks on Brightlingsea's only main access route.

I have requested that Essex Highways gives careful consideration to the timing of future works wherever possible and improves advance notification so residents, businesses and the Town Council receive as much notice as possible.

Local Government Reorganisation

A member of the public asked about the legal challenge being brought by Norfolk, Suffolk and Essex councils.

My understanding is that the initial costs are expected to be around **£20,000**. As this matter is now subject to legal proceedings, it would not be appropriate for me to comment further at this stage. I will provide updates when further information becomes publicly available.

Parking on the Hard

Councillor Paveley raised concerns regarding vehicles parking in front of the steps on the hard and suggested the installation of two bollards.

I have made enquiries with the relevant officers regarding whether this proposal is feasible and will update the Town Council once I receive a response.

Appendix 2

Councillor Surgery

I will be holding my next **Councillor Surgery** on **Wednesday 22 July at 6.00 pm** at the **Brightlingsea Community Centre**.

Some residents have asked why I chose this venue. Having visited the Community Centre, I believe it provides a suitable and accessible location for residents to meet with me. That said, I am keen to engage with residents across the whole town and will consider using a variety of venues for future surgeries.

In the meantime, any resident who wishes to discuss an Essex County Council matter is welcome to contact me directly to arrange an appointment.

Waste Collection

There has been considerable discussion on social media regarding waste and recycling collections.

Public feedback can help ensure that issues are identified quickly. I am confident that our District and Town Councillors work hard to resolve problems as and when they arise.

Closing Remarks

Finally, I would like to make a personal observation—something I would not normally do.

I recently shared a social media post about the abuse that people in public life can face. Some of you may have seen that, over recent months, I have also been the target of abuse, albeit on a relatively small scale. However, my experience is not the point. Whatever our political views, I firmly believe that nobody involved in public service should be subjected to abuse, intimidation or threats.

Scrutiny, challenge and robust debate are fundamental to a healthy democracy and should always be welcomed. We will not always agree, and nor should we. However, bullying, personal abuse and hostility have no place in our communities and should never be regarded as an acceptable part of public life.

Regardless of political party, we should all support those who choose to serve the public and ensure that disagreement is always conducted with respect, dignity and civility. I strongly advocate this point.

No one, regardless of their political party, profession or beliefs, should have to fear for their safety or be subjected to threats, intimidation or hatred. Healthy debate and differing opinions are essential to democracy, but abuse and personal attacks should never be tolerated.

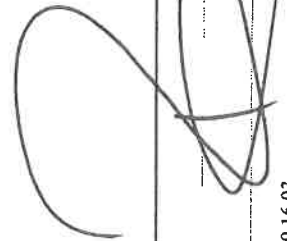
Let me be clear. This is not about politics; it is about basic decency. It is a principle I will continue to support and advocate.

Thank you. I am happy to answer any questions.

Brightlingsea Town Council

Expenditure transactions - payments approval list Start of year 01/04/26

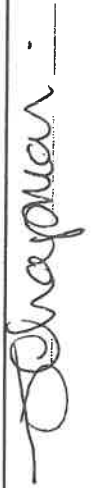
No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
14390	260619 Office/IS	£102.67	£102.67	1006	17/04/26	01867905	Office IS - Stationery	£102.67
14389	260619 French	£105.60	£105.60	1010/2	17/06/26	861	C R French - Works to pipes at War Memorial	£105.60
Sub Total		£208.27	£208.27					
Total		£208.27	£208.27					



Signature

Date

Signature



Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
14394		£339.73	1004/1	31/05/26	3C - Computer charges	676094
		£339.73			3C - Total	
14395		£955.00	1010/2	05/07/26	A.P. Landscaping & Garden Maintenance - Grounds Maintenance	1453
		£955.00			A.P. Landscaping & Garden Maintenance - Total	
14398		£792.00	1009/1	26/06/26	B Smart Repairs Ltd - Works to Isuzu Pick-Up	
		£792.00			B Smart Repairs Ltd - Total	
14397		£30.00	1004/1	26/06/26	Brightlingsea In Bloom - Supply and maintain 1 hanging basket at the Parish Hall	
		£30.00			Brightlingsea In Bloom - Total	
14396		£500.00	1070/1	13/07/26	BSea Carnival Assn - Annual Grant 2026/2027	
		£500.00			BSea Carnival Assn - Total	
14399		£132.00	1010/4	30/06/26	Capel Plant - Toilet on Allotments 01.06.26-01.07.26	158429
		£132.00			Capel Plant - Total	
14400		£105.00	1010/3	12/07/26	CJR Pitches & Lawns - Pitch Power Inspection	478
		£105.00			CJR Pitches & Lawns - Total	
14401		£1,786.80	1450	13/07/26	Homeview Surveillance Ltd - Boatyard ANPR Camera	
		£1,786.80			Homeview Surveillance Ltd - Total	
14402		£90.77	1062/2	30/06/26	James Todd & Co Ltd - June 2026 Payroll Fee	94365
		£90.77			James Todd & Co Ltd - Total	
14403		£60.00	1010/2	21/06/26	Julie Ford - Town Beds Maintenance - May 2026	BTC00027
		£60.00			Julie Ford - Total	
14404		£240.00	2000/6	06/07/26	Majestic Metals Ltd - Memorial Plaque - Kavanagh	
		£240.00			Majestic Metals Ltd - Total	

Signature

Date

Signature

Chapman

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
14405		£179.90		16/06/26	Sibbons -	
	1	£35.50	1010/2		Combination Padlock - 77187	
	2	£23.85	1004/2		Bottled Water for staff - 77401	
	3	£44.85	1004/2		15L Water for staff - 77454	
	4	£49.75	1010/2		General cleaning products - 77639	
	5	£7.95	1004/2		Bottled Water for staff - 77761	
	6	£18.00	1010/2		Carriage Bolt Mb x 100mm and 130mm x	
		£179.90			Sibbons - Total	
14406		£450.00	1200	10/07/26	TBS Hygiene Ltd - Dog Waste Collection - 27.06.26-31.07.26	8886
		£450.00			TBS Hygiene Ltd - Total	
14407		£145.52	1090/3	24/06/26	TDC - Election Expenses	8364706
		£145.52			TDC - Total	
14408		£26.00		01/07/26	Top Glass Window Cleaning -	
	1	£12.00	1010/2		Bus Shelter cleaning	
	2	£14.00	1004/1		Parish Hall Window Cleaning	
		£26.00			Top Glass Window Cleaning - Total	
14409		£841.68	1090/1	30/06/26	Tower Security (Tendring) Ltd - Gate lock up - June 2026	INV-18196
		£841.68			Tower Security (Tendring) Ltd - Total	
Total		£6,674.40				

Signature

Date

Signature

Financial Summary - Cashbook

Summary of receipts and payments between 01/06/26 and 30/06/26 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	£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
Petty Cash	£0.00
Unity Current Account T2	£15,856.73
Total	<u>£199,407.78</u>

RECEIPTS	Net	Vat	Gross
Council	£10,780.58	£1,163.60	£11,944.18
Total Receipts	<u>£10,780.58</u>	<u>£1,163.60</u>	<u>£11,944.18</u>

PAYMENTS	Net	Vat	Gross
Council	£32,010.72	£2,012.36	£34,023.08
Total Payments	<u>£32,010.72</u>	<u>£2,012.36</u>	<u>£34,023.08</u>

Closing Balances a 30/06/26

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£50,055.49
Business Premium (Client A/C)	£451.95
Business Premium (Reserve A/C)	£29,079.53
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£104,479.94
Instant Access Account	£28,287.20
Petty Cash	£11.16
Unity Current Account T2	<u>£62,366.07</u>
Total	<u>£274,731.34</u>

Signed

Chair

Clerk / Responsible Financial Officer

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/26 and 30/06/26 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	£22,896.27
Business Premium (Client A/C)	£450.66
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Instant Access Account	£27,712.66
Petty Cash	£0.00
Unity Current Account T2	£15,856.73
Total	£199,407.78

RECEIPTS	Net	Vat	Gross
Council	£185,135.35	£3,074.71	£188,210.06
Total Receipts	£185,135.35	£3,074.71	£188,210.06
PAYMENTS	Net	Vat	Gross
Council	£107,672.98	£5,213.52	£112,886.50
Total Payments	£107,672.98	£5,213.52	£112,886.50

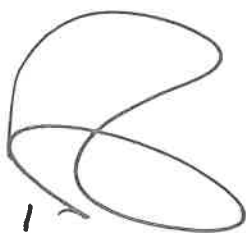
Closing Balances a 30/06/26

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£50,055.49
Business Premium (Client A/C)	£451.95
Business Premium (Reserve A/C)	£29,079.53
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£104,479.94
Instant Access Account	£28,287.20
Petty Cash	£11.16
Unity Current Account T2	£62,366.07
Total	£274,731.34

Signed

Chair



Clerk / Responsible Financial Officer



BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Extra Ordinary Council Meeting held at
The Parish Hall, Victoria Place, Brightlingsea,
on: Thursday 6th August 2026 at 6.30 p.m.

Present:

Councillors

R Morgan (Mayor)

K Mitchell (Deputy Mayor)

D Atkinson, M Barry, J Carr, J Chapman,

K Pentney, G Steady

In attendance:

Tracey Pulford –Town Clerk

Julie Crittenden – Administrative Assistant

3 Members of the public

51. APOLOGIES FOR ABSENCE: None received.

Post meeting note: Apologies had been sent from Councillor Howard, but these were only received after the meeting.

52. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

The Mayor reminded Members to declare interests when necessary. He also stated that we have seven applicants applying for co-option tonight. All have been given a 15-minute time slot. We are aware that some of us will know some of the candidates, Councillors can ask questions and voting will take place at the end.

53. CO-OPTIONS:

Seven candidates had put their names forward for co-option to the Town Council. Each candidate, who was invited to attend the meeting at different times, gave a short presentation explaining about themselves, and what they could offer to the Council and the community. Each candidate was asked a question by members of the Council, to which replies were given.

Once each candidate had been interviewed, they left the meeting.

A secret ballot was then held, as follows:-

Candidate 1 - Round 1

Jane Kidger – 1 vote

Simon Burwood – 4 votes

Gary Hill – 2 votes

Mary Clune – 0 votes

Edward Preedy – 0 votes

Ben Willatt – 0 votes

Leanne Crozier – 1 vote

Majority vote – Simon Burwood

Candidate 2 - Round 1

Jane Kidger – 3 votes

Gary Hill – 1 vote
Mary Clune – 0 votes
Edward Preedy – 1 vote
Ben Willatt – 0 votes
Leanne Crozier – 3 votes

Candidate 2 - Round 2

Jane Kidger – 4 votes
Leanne Crozier – 4 votes

In the event of a tie, the Chairman had the casting vote. Councillor Morgan voted for Leanne Crozier.

The voting was independently verified by the Town Clerk, Tracey Pulford, and the Administrative Assistant, Julie Crittenden.

The Town Clerk then informed the meeting that the co-opted Councillors are:- Simon Burwood and Leanne Crozier.

54. CLOSE OF MEETING:

There being no further business, the meeting closed at 8.27 p.m.

Chair

Date 17th September 2026

Mayor's Report:

Attended the following:

18 th July 2026	Officially opened the Brightlingsea Regatta, with Mayoress
21 st July 2026	Mercury Theatre free performance on Hurst Green
25 th July 2026	Pyefleet Week 2026 Vice Commodore's Reception at the Brightlingsea Sailing Club, with Mayoress
1 st August 2026	Officially opened the Brightlingsea Free Music Festival, with Mayoress
8 th August 2026	Mayoress attended All Saints' Summer Fete
11 th August 2026	Mayor of Sandwich Visit, with a reception held at the Parish Hall. With Mayoress, Councillors and Staff
15 th August 2026	VJ Day Memorial Service, with Mayoress and Councillors
31 st August 2026	Officially opened the Brightlingsea Town Show, with Mayoress
6 th September 2026	Officially opened the Classic Car Show
	Read Homage on Merchant Seaman Day at the Hard
8 th September 2026	Brightlingsea U3A formal launch of the groups first 'Audio Book', based on the book 'Brightlingsea in the 1930's and 1940's', at the Brightlingsea Museum, with Mayoress
13 th September 2026	Officially opened the Jog, Walk Run

Councillor Mick Barry

23.7.26 – Site visit to Clacton Leisure Centre with Leader and relevant officers. Review of works contract installing new boilers and energy supply systems. Funded by Govt Salix grant.
29.7.26 – Attendance – Rush Green open day.
30.7.26 – Clacton Town Hall – Project Management presentation regarding Jaywick open spaces.
5.8.26 – Meeting officers re Leisure centres and Sports Project developments
6.8.26 – Meeting with corporate director re beach huts – specification and strategy
14.8.26 – Meeting with officers and visit to Beach Patrol team sites Clacton sea front.
19.8.26 – briefing with officers sport and leisure updates. Later pm briefing re car parks strategy.
21.8.26 – Informal Cabinet meeting
26.8.26 – Project Development Unit briefing re open spaces investment
1.9.26 – Meeting with Sport and Activity manager plus Health and Wellbeing team re sports grants.
1.9.26 – TDC Full Council Meeting. – gave briefing re Beach Patrol. Seconded motion opposing Climate Strategy U-turn by ECC. Spoke on Local Plan. (SEE SEPARATE STATEMENT FROM DISTRICT CLRLS ON THIS ISSUE.)
2.9.26 – Meeting officers, review meeting Beach Patrol, Open Space manager briefing. PM Active Travel Group Meeting.
3.9.26 – Asset transfer update meeting Parish Hall
9.9.26 – meeting with corporate director re Beach Huts
10.9.26 – Administration meeting
11.9.26 – Informal Cabinet meeting
15.9.26 – LGR Network Meeting re sport, leisure and active wellbeing
16.9.26 – All Members Briefing.

Councillor Jayne Chapman

24.07.26 – Cabinet
28.7.26 - pre-Human Resources and Council Tax Committee
30.7.26 – Human Resources and Council Tax Committee
Career Track and workforce update
Update on new Employment Legislation, April 2026
Collective redundancy protective award - doubling the maximum period of protective award from 90 days to 180 days.
Day 1 Paternity Leave and unpaid Parental Leave
Protection for workers who "blow the whistle" on sexual harassment.
Bereaved Partners Paternity Leave
Statutory Sick Pay (SSP) Removing the Lower Earnings Limit and waiting period.
Action Plans on gender equality (employers with 250 or more) To publish steps being taken to reduce gender pay gap and support employees experiencing menopause.
Establishment of Fair Work Agency
August 2026
Electronic and workplace balloting for trade union ballots
October 2026
Duty to inform all employees the right to join a trade union.
Requiring all employers to take "all reasonable steps" to prevent sexual harassment of their employees
January 2027
Reduction of unfair dismissal period from 2 years to 6 months
2027
Flexible working reforms
Bereavement Leave including pregnancy loss
Guaranteed working hours
These new employment updates will be incorporated into the Town Council's policy as they become law.
17.8.26 - Chaired interviews at TDC for senior Management positions. Assistant Director - Building and Public Realm and Head of People

25.8.26 – Local Plan and Planning Policy - Verbal update

1.9.26 – Full Council

16.9.26 – Group Leaders meeting

Councillor Graham Steady

23.7.26 – Audit strategic risk review financial sustainability and resilience

24.7.26 – Assets strategic risk review management of assets

10.8.26 – Corporate risk financial resilience

11.8.26 – Portfolio Holder working party levelling up fund and capital funding

12.8.26 – Portfolio Holder working party waste and recycling

24.8.26 – Reviewing waste bins positions

25.8.26 – Strategic risk assets management

1.9.26 – Extraordinary Full Council Meeting Local Plan adopted Scrutiny Committee's work programme adopted

3.9.26 – Discussion regarding asset transfer with TDC officers Cllrs Barry and Atkinson

3.9.26 – Audit strategic financial resilience and risk assessment

4.9.26 – Meeting with TDC officers to discuss motion ,calling on Essex CC to direct that the Oliver McGowan mandatory training on learning disability and autism for all staff across schools in the district of Tendring be implemented urgently, referred to Community Leadership and Overview and Scrutiny Committee by full council

8.9.26 – Informal Resources and Services Overview Scrutiny Committee

9.9.26 – Met with TDC Officer to discuss Sayers House and waste management

Met with TDC Officer to discuss “levelling up opportunities”

10.9.26 – TDC Administration meeting to review progress made

15.9.26 – Resources and Services Overview Scrutiny Committee Scrutinising Waste Management Contract

**Statement on the Tendring District Local Plan Submission
From Ward Cllrs Barry, Chapman, Steady**

The submission of the latest Tendring District Local Plan Review represents an important stage in shaping the future of our district. It is appropriate to recognise that a number of concerns raised by residents and representatives in Brightlingsea have been heard during the plan-making process, and that some major concessions and amendments have been made in response to local feedback. In particular the pressures and limitations of the single road access to the town played a significant part in having the proposal (SAH 4) for the allocation of 300 houses removed. This was a significant result for Brightlingsea and should not be underestimated when many other areas have had substantial allocations upheld or even increased.

The submissions from Town and District Councillors, coupled with the strength of engagement from our community has ensured that the character, environmental concerns and infrastructure limitations of Brightlingsea have remained firmly on the agenda throughout discussions on the Local Plan.

From an original allocation of 325 houses the revised plan proposes 90 across four sites and a development of a 60 unit supported care provision on the site of the old Well House Care Home. These are the numbers proposed within the plan which will manage housing allocation in Brightlingsea from 2026 to 2043.

However, while these concessions are welcome, District Councillors are fully aware that significant concerns remain. There continues to be a justifiable level of objection regarding the scale and location of future development.

The final Local Plan Review does not contain the detailed traffic impact assessments that were highlighted and requested in the submission from BTC in March 2026. We still stand by our position that a complete overview of the potential problems and issues that would be created by any development is necessary. Many residents remain unconvinced that infrastructure delivery will adequately keep pace with the proposed housing growth, and these concerns should continue to be raised throughout the examination process.

It is also important to be honest about the realities facing local District authorities and Town Councils. The planning system is increasingly driven by national policy requirements rather than purely local preference. The Government has made clear that local authorities are expected to plan for housing need and maintain up-to-date Local Plans as part of its wider ambition to significantly increase housing supply across England.

Government policy places strong emphasis on housing delivery, economic growth and the maintenance of up-to-date Local Plans. Local councils are expected to meet mandatory housing requirements - the annual target set for Tendring has doubled from 550 to over 1100 homes.

As a consequence, the debate is no longer simply about *whether* development should take place, but increasingly about *where development should be located* and how its impacts can be mitigated. Communities such as Brightlingsea are therefore faced with the challenge of securing the best possible outcomes within a planning framework that is heavily influenced by national imperatives. Failure to have an adopted and robust Local Plan can leave areas more vulnerable to speculative development proposals and planning appeals, reducing local influence over future growth.

For that reason, while acknowledging the concessions secured for Brightlingsea and welcoming the constructive engagement that has taken place, we must continue to press for stronger safeguards, improved infrastructure commitments and greater protection for the character of our town. The examination process provides an opportunity to ensure that the remaining concerns are properly scrutinised and that the final Local Plan delivers development, which is sustainable, proportionate and genuinely responsive to local needs.

Agenda Item 07 – Tendring District Councillors report

Our position remains clear: we recognise the national pressures driving housing growth, but we will continue to advocate strongly for Brightlingsea residents, seeking the best possible balance between meeting statutory planning requirements and protecting the qualities that make our community unique.

Mick Barry

Jayne Chapman

Graham Steady

15.9.26

Facilities and Community Assets Team Meeting

**Notes of Meeting held on Tuesday 10th August 2026 at 9.30 a.m.
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP**

Present:-

**Councillors Chapman, Howard, Mitchell, Morgan,
Pentney and Steady (Chairman)**

Also present:

Tracey Pulford – Town Clerk

1. **Apologies for Absence** – Councillor Paveley.
2. **To receive the notes of the Meeting held on 7th July 2026** – Noted.
3. **Public Spaces Protection Order** - Councillor Steady briefed members that this had been discussed some time ago. He circulated an email from Leanne Thornton on the process for a PSPO. Members agreed to ask Councillor Paveley to review the guidance and bring back his findings to the next meeting.
4. **Allotments** – A and B) The content of the emails from a local resident and a current allotment holder was discussed and members agreed to review the Terms and Conditions to take into account the comments raised. However, dogs would not be banned from the allotments at this time.

Members also agreed to meet with the Allotment Holders Society to discuss the issues raised.

c) Obtain from the Grounds Manager what size of tanks are required and ask the Finance Committee for the budget to obtain them.

d) Members agreed to write to the tenant advising that the allotment rent still remains outstanding and needs to be paid, quoting terms and conditions number 18B.

Recommendation: (1) Review the Allotment Terms and Conditions to take into account the comments raised; however, dogs would not be banned from the allotments at this time. (2) Obtain the size of tanks required and ask the Finance Committee for the budget to obtain them. (3) Write to the tenant advising that the allotment rent still remains outstanding and needs to be paid, and quote Terms and Conditions Number 18B.

5. **CCTV** – Members agreed to obtain a quotation to upgrade the CCTV to improve the system, and to include areas like the Lozenge, night vision and the possibility of a mobile camera.

Recommendation: Obtain a quotation to upgrade the CCTV to improve the system, and to include areas like the Lozenge, night vision and the possibility of a mobile camera.

Agenda Item 08

6. **Disabled access at Parish Hall** – Members **agreed** to obtain quotations to a new disabled ramp at the back of the building, including TDC in the discussions. Councillor Chapman to send over an enquiry to the Members' team at Tendring District Council.

Recommendation: Obtain quotations to a new disabled ramp at the back of the building, including TDC in the discussions. Councillor Chapman to send over an enquiry to the Members' team at Tendring District Council.

7. **Boat Park update** – Councillor Morgan briefed members that the Boat Park is going well. Out of 137 spaces, 96 have been allocated, leaving 41 vacant. People using dinghy's is getting less and less. He has contacted a local firm for a quotation to resurface and reline/size the site and include a car park area for the spaces not being used.

He then mentioned the Heritage Pier, and that the Colne Yacht Club has a major problem with their pontoon. It may be a solution that they use the Heritage Pier.

Waterside Development Strategy Group – a meeting is being arranged for October at the Colne Yacht Club for people to come and give their ideas for the whole area.

8. **Batemans Tower Café** – A) The Clerk read out the latest email from Tendring District Council and the response from the tenant of Batemans Tower Café. Members reiterated that the dispute is between Tendring District Council and the tenant of Batemans Tower Café, nothing to do with the Town Council.

B) The Clerk read out the response from the member of the public who had asked the original question regarding the boundary of the café. It was **agreed** that an email is sent to the tenant asking them to keep their business within the boundary of the lease.

C) Councillor Steady briefed members that he had visited the site when the ice cream seller was selling on the Western Promenade. There is a restriction on Street Trading on Promenade Way, see Tendring District Council Street Trading (copy attached).

Recommendation: An email is sent to the tenant of Batemans Tower Café asking them to keep their business within the boundary of the lease.

9. **Oyster Tank Road Car Park – Overflow Car Park Entrance Sign** – Official 'No parking, access required at all times' signs to be quoted for and taken to Finance meeting for approval.

Recommendation: Official 'No parking, access required at all times' signs to be quoted for and taken to Finance meeting for approval.

Councillor Morgan left the meeting at 11am.

Agenda Item 08

10. Report from Grounds Manager –

Hard Masters Hut – Check the Harbour Commissioners' lease for who is responsible for looking after the Hard Masters Hut.

Colne Road Rear Access Road – A parking permit to be offered for £100.00 a year, official 'parking permits only' signs to be installed. Also, an onsite meeting with the Grounds Manager to determine how many parking spaces could be accommodated with the permits is to be arranged.

Hurst Green – If a request comes in from the Music Festival to 'fire off confetti' for next year, the reply will be no.

When confronting people, Grounds Staff to always go in pairs. Body camera to be worn at all times.

Recommendation: (1) **Hard Masters Hut** – Check the Harbour Commissioners lease for who is responsible for looking after the Hard Masters Hut. (2) **Colne Road Rear Access Road** – A parking permit to be offered for £100.00 a year, official 'parking permits only' signs to be installed. Also, an onsite meeting with the Grounds Manager to determine how many parking spaces could be accommodated with the permits is to be arranged. (3) **Hurst Green** – If a request comes in from the Music Festival to 'fire off confetti' for next year, the reply will be no.

11. **Action Plan 2026** – The draft action plan was discussed, and amendments made – see action plan appendix 1.

12. **Date of next meeting** – Tuesday 1st September at 10.30a.m.

Meeting closed at 11.25am.

Agenda Item 08

Recommendations to Full Council:

Minute Number	Decision	Actioned by
4 – Allotments	(1) Review the Allotment Terms and Conditions to take into account the comments raised; however, dogs would not be banned from the allotments at this time. (2) Obtain the size of tanks required and ask the Finance Committee for the budget to obtain them. (3) Write to the tenant advising that the allotment rent still remains outstanding and needs to be paid, and quote Terms and Conditions Number 18B.	Town Clerk / Admin Assistant Grounds Manager Town Clerk
5 – CCTV	Obtain a quotation to upgrade the CCTV to improve the system, and to include areas like the Lozenge, night vision and the possibility of a mobile camera.	Grounds Manager
6 – Disabled Access at Parish Hall	Obtain quotations to a new disabled ramp at the back of the building, including TDC in the discussions. Councillor Chapman to send over an enquiry to the Members' team at Tendring District Council.	Grounds Manager Cllr Chapman
8 – Batemans Tower Café	An email is sent to the tenant of Batemans Tower Café asking them to keep their business within the boundary of the lease.	Town Clerk
9 - Oyster Tank Road Car Park – Overflow Car Park Entrance Sign	Official 'No parking, access required at all times' signs to be quoted for and taken to Finance meeting for approval.	Grounds Manager
10 – Hard Masters Hut	Check the Harbour Commissioners' lease for who is responsible for looking after the Hard Masters Hut.	Town Clerk
Colne Road Rear Access Road	A parking permit to be offered for £100.00 a year, official 'parking permits only' signs to be installed. Also, an onsite meeting with the Grounds Manager to determine how many parking spaces could be accommodated with the permits is to be arranged.	Town Clerk / Grounds Manager / Councillors
Hurst Green	If a request comes in from the Music Festival to 'fire off confetti' for next year, the reply will be no.	

Agenda Item 08

Appendix 1 - Action Plan 2026

Date	Objective	Method	Achievement	Lead
10.08.26	Improvements to the Boating Lake	Cost to be covered by S106	Accessed £7,900.00 (Project 308)	Cllr Morgan
	Lower Park Rec improvements –	Meeting with Scouts and Rugby Club to be arranged		
	Basketball Court –	Up to date quotes being accessed for lines to be re-marked		
	Pétanque Courts – to be upgraded	Council staff to check on substance currently used		
	Allotments – new water pipe and tanks	Quotes to be obtained		
	The Hard – piles to be removed	Update requested		
	Western Promenade – Salt pool – level area	Future consideration to be given due to LGR – currently owned by TDC		
	Batemans Tower area	SSSI site? Status to be confirmed		
	Information Boards	Maintenance to be carried out by Town Council staff		
	Skate Park refurbishment	Up to date quotations to be accessed taking into consideration different designs		
	Lozenge Reconfiguration	Cost to be covered by S106	Accessed £7,972.00 (Project 307)	

Agenda Item 08

Facilities and Community Assets Team Meeting

Notes of Meeting held on Tuesday 1st September 2026 at 10.30 a.m.
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP

Present:-

**Councillors Chapman, Howard, Mitchell,
Paveley and Steady (Chairman)**

Also present:

Councillors Atkinson and Crozier

The Chairman welcomed all members especially new Councillor Leanne Crozier to the meeting.

1. **Apologies for Absence** – Councillor Morgan.
2. **To receive the notes of the Meeting held on 10th August 2026** – Noted.

Councillor Atkinson gave a verbal update on Batemans Tower Café.

3. **To discuss the Action Plan for 2026** –

Date	Objective	Method	Achievement	Lead
10.08.26	Improvements to the Boating Lake	Cost to be covered by S106	Accessed £7,900.00 (Project 308) Work started 9.9.26. Cllr Atkinson proposed a lighting scheme around the lake, with power coming in from the Lido.	Cllr Morgan Cllr Atkinson
	Lower Park Rec improvements –	Meeting with Scouts and Rugby Club to be arranged Take part in FA consultation on drainage. Consultation with TDC regarding installation of a Multi-Use Games area	Meetings arranged for Tuesday 22 nd September – 10am Scouts and 2pm Rugby Club	Cllr Steady

Agenda Item 08

	Basketball Court –	Up to date quotes being accessed for lines to be re-marked	Up to date quotes to be confirmed	
	Pétanque Courts – to be upgraded	Council staff to check on substance currently used		
	Allotments – new water pipe and tanks	Quotes to be obtained along with installation of a bore hole		Cllr Atkinson and Grounds Manager
	The Hard – piles to be removed	Update requested		Cllr Morgan
	Western Promenade – Salt pool – level area	Future consideration to be given due to LGR – currently owned by TDC Awaiting update on LGR process		
	Batemens Tower area	SSSI site? Status to be confirmed		Cllr Paveley
	Information Boards	Maintenance to be carried out by Town Council staff – Autumn project		Cllr Mitchell
	Skate Park refurbishment	Up to date quotations to be accessed taking into consideration different designs	Possible funding identified by S106	Cllrs Mitchell and Howard
	Lozenge Reconfiguration	Cost to be covered by S106	Accessed £7,972.00 (Project 307)	
	Public Spaces Protection Order (PSPO)	Liaise with TDC Officers to formulate a template to identify areas to be included	Contact made with TDC Assistant Director Tim R Clarke, who has indicated that we can call upon their records to help identify the areas	Cllr Paveley

4. Meeting closed at 11.45am.

Agenda Item 08

Facilities and Community Assets Team Meeting

Notes of Meeting held on Monday 14th September 2026 at 9.30 a.m.
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP

Present:-

Councillors Chapman, Morgan, Pentney and Steady (Chairman)

Also present:

Councillors Atkinson and Barry

1. **Apologies for Absence** – Councillors Howard, Mitchell, Paveley and Crozier.
2. **To receive the notes of the Meeting held on 1st September 2026** – Noted.

Councillor Pentney stated that she did give her apologies for this meeting, which were duly noted.

3. **To discuss the Action Plan for 2026** –

Members went through the action plan and made the following changes (in red):-

Date	Objective	Method	Achievement	Lead
10.08.26	Improvements to the Boating Lake	Cost to be covered by S106	Accessed £7,900.00 (Project 308) Work started 9.9.26. Cllr Atkinson proposed a lighting scheme around the lake, with power coming in from the Lido. Suggestion that a SWALE to be installed in the grass, so rainwater can collect for ducks. R Butcher has agreed to do this addition. Pump to be installed so the level of the water can be controlled more efficiently.	Cllr Morgan Cllr Atkinson

Agenda Item 08

	Lower Park Rec improvements –	Meeting with Scouts and Rugby Club to be arranged Take part in FA consultation on drainage. Consultation with TDC regarding installation of a Multi-Use Games area. More improvements planned, including availability of toilets.	Meetings arranged for Tuesday 22 nd September – 10am Scouts and 2pm Rugby Club	Cllr Steady
	Basketball Court –	Up to date quotes being accessed for lines to be re-marked	Up to date quotes to be confirmed	
	Pétanque Courts – to be upgraded	Council staff to check on substance currently used		
	Pop-Up Golf	Look into this for Summer 2027		Cllr Pentney
	Allotments – new water pipe and tanks	Quotes to be obtained along with installation of a bore hole and a more robust pump, which will be more cost effective.		Cllr Atkinson and Grounds Manager
	The Hard – piles to be removed	Update requested Awaiting proposal regarding improved use of the Heritage Pier.		Cllr Morgan
	Western Promenade – Salt Pool – level area	Future consideration to be given due to LGR – currently owned by TDC Awaiting update on LGR process.		Cllr Pentney and Cllr Crozier

Agenda Item 08

	Batemans Tower area	SSSI site? Status to be confirmed with an initiative of installing wooden walkways		Cllr Pentney and Cllr Crozier
	Information Boards	Maintenance to be carried out by Town Council staff – Autumn project		Cllr Mitchell
	Skate Park refurbishment	Up to date quotations to be accessed taking into consideration different designs	Possible funding identified by S106	Cllrs Mitchell and Howard
	Lozenge Reconfiguration	Cost to be covered by S106	Accessed £7,972.00 (Project 307) Anglian Water booked to complete work by November.	
	Public Spaces Protection Order (PSPO)	Liaise with TDC Officers to formulate a template to identify areas to be included	Contact made with TDC Assistant Director Tim R Clarke, who has indicated that we can call upon their records to help identify the areas. Agreed to look into costings for a Security Company.	Cllr Paveley Cllr Steady

4. Grounds Managers Report – A copy of the report had been circulated to all members. The following was agreed:-

Recreation Ground – Due to adverse weather conditions agreed to request possible funding for grass seeding and dressing and a local contractor to price for this work.

Cricket Club – Councillor Steady to liaise with the Cricket Club Officers.

5. Meeting closed at 10.40 a.m.

Environment and Transport Team

**Notes of Meeting held on Thursday 13th August 2026 at 10.00 a.m.
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP**

Present:

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

Also present:

Tracey Pulford – Town Clerk

1. **Apologies for Absence** – None received
2. **To receive the notes of the meeting held on 9th July 2026** – Noted.

Members then went through the following action points:-

3a) All complete

3d) The latest newsletter contained safety items, i.e. water safety, fire safety, anti-social behaviour.

4a) An update will be given under agenda item 3a.

5) The Scouts have a volunteer that can help most Wednesdays. We will have a conversation with them at the end of the season about the possibility of sharing the rowing boats with another organisation.

3. **Update on the following**

- a) **Transport Engagement Meeting** – Councillor Steady informed members that County Councillor Keteca is meeting with the Bus Companies and has asked him to go along too. There is a free travel scheme for 5-15 years old, from the 1st until the 31st August 2026 where they can obtain free travel. Councillor Steady **agreed** to liaise with County Councillor Keteca about the bus shelter in Regent Road, which Essex County Council say they do not own.
- b) **Bus Shelter – Regent Road** – discussed above.
- c) **Hurst Green Bus Stop** – Councillor Howard briefed members that she has contacted the Bus Company and they have agreed to review the bus stop on Hurst Green. A meeting is to be arranged with the Company and Councillors Howard and Mitchell.
- d) **VAS Sign** – Councillor Howard briefed members that the VAS sign is with the Town Council, we have identified a suitable location/pole, but the completion of the form was incorrect. She has tried to contact Olive at Essex County Council to discuss further, but no luck yet.
- e) **PROW Volunteering** - The Clerk read out an email from Essex Highways PROW Lead Officer, as follows:-
“The group will need to submit a new work proposal and grant application form, then we can confirm the grant value and we can proceed with setting up the group, purchasing equipment and organising training.” The Clerk said that the new work proposal and grant application forms have been requested.
- f) **Waste Bin emptying** - Councillor Steady briefed members that the new waste contract started in April 2026. Vehicles are being fitted with CCTV so collection routes can be checked when residents’ collection is reported as missed. New green bins are being distributed around the Tendring area from Friday 14th August 2026, for commencement of glass bottles, jars, food cartons, tetra packs. The new service will go live from 5th October. A press and leaflet campaign will also commence this Friday 14th August 2026.

All local recycling points in the town will be taken away. Members **agreed** to ask the Fire Station if they wanted another clothing bank on their site. Councillor Steady agreed to do this.

Recommendation: (1) Councillor Steady to liaise with County Councillor Keteca about the bus shelter in Regent Road, which Essex County Council say they do not own. (2) Councillor Steady agreed to ask the Fire Station if they wanted another clothing bank on their site.

4. **Illegal Parking – Strangers Corner** A copy of an email from a local resident to County Councillor Aimee Keteca was read out, as follows:-

“Hello. I emailed you at your Tendring email address and I'm not sure if you received it as it appears to have changed.

In case you didn't, may I please outline the issue.

It concerns illegal parking outside of our homes at Strangers Corner. CO7 0QT. It causes residents great difficulty navigating in & out of their driveways as well as the obstruction of the public footpath outside the home for the elderly at STRONVAR (Including disabled residents that rely on mobility scooters.) No parking signs have been installed here by Colchester Parking Partnership but are being ignored. The issue concerns either the planting of a few trees or bollards on the grass verges or something similar to physically prevent the activity.

Unfortunately, the environment group at Brightlingsea Town Council appear unable to help having stopped replying to emails on the subject.

We are therefore appealing to you as the Reform Councillor for the area and look forward to hearing from you in helping find a solution.”

The reply from County Councillor Keteca was also read out:-

“Following on from our meeting, and my subsequent conversation with Tracey & Julie at Brightlingsea Town Council, I wanted to let you know that I have followed up this matter again with Essex County Council and have requested a site visit.

I am keen to help find a solution, whether that be planting a tree (as discussed), bollards or another suitable measure, to help prevent vehicles parking on the grass verge.

I will keep you updated as soon as I receive a response.”

Members **agreed** that Councillor Morgan would respond to the resident, stating that the Council are waiting for the response from County Councillor Keteca.

Recommendation: Councillor Morgan would respond to the resident, stating that the Council are waiting for the response from County Councillor Keteca.

5. **Blue Campervan at the Lozenge** Councillor Howard briefed members on the current situation. Councillor Steady added that Anglian Water have been commissioned to carry out some work in the Lozenge and will need access to the site where the vehicle is parked. It was **agreed** that this is an FCA issue, and this committee should deal with it.

Recommendation: FCA would deal with the campervan at the Lozenge.

Post meeting note: As of 25.08.26 the campervan has moved to the Lakeside Caravan Site.

6. **Pavement outside Co-Op** - Councillor Howard informed members that the pavement outside the co-op in Station Road is in a very poor condition. It was **agreed** that pictures would be taken of the defective pavement and reported to Essex County Council and to County Councillor Aimee Keteca.

Recommendation: Pictures would be taken of the defective pavement outside the Co-Op and reported to Essex County Council and to County Councillor Aimee Keteca.

7. **Any other Business** - Councillor Morgan informed members that following some stones being placed on the Hard, the Park and Ride vehicles are pulling the stones up all over the Hard area, towards the Fish and Chip shop. Members **agreed** to write to the Harbour Commissioners and also to Park and Ride to ask them to sweep the area and sweep the stones back onto the Hard.

Zebra Crossing in Victoria Place – is very faded. **Agreed** to report this to Essex County Council.

Steps at the Hard – There have been a further three incidents of people falling on these steps. Members **agreed** to look into the possibility of installing a handrail in the centre of the steps. The quotation to be taken to a finance meeting.

Bin outside the Lido – A member of the public has suggested that an extra bin outside the Lido would be beneficial, as there is a lot of rubbish in this area. Members **agreed** to look at this for next season.

Recommendation: (1) The Council writes to the Harbour Commissioners and also to Park and Ride to ask them to sweep the area and sweep the stones back onto the Hard. (2) Report the faded Zebra Crossing in Victoria Place to Essex County Council. (3) The Council looks into the possibility of installing a handrail in the centre of the steps at the Hard. The quotation to be taken to a finance meeting. (4) Members would look at the possibility of installing a bin outside the lido for next season.

8. **Date of next meeting:** Thursday 10th September 2026 at 10.00 a.m.

Meeting closed at 11.10 a.m.

Agenda Item 08

Action Points from meeting:

Minute Number	Decision	Actioned by
3) Update	Councillor Steady to liaise with County Councillor Keteca about the bus shelter in Regent Road, which Essex County Council say they do not own.	Cllr Steady
	Councillor Steady agreed to ask the Fire Station if they wanted another clothing bank on their site.	Cllr Steady
4) Illegal Parking – Strangers Corner	Councillor Morgan would respond to the resident, stating that the Council are waiting for the response from County Councillor Keteca.	Cllr Morgan
5) Blue Campervan at the Lozenge	FCA would deal with the campervan at the Lozenge.	FCA
6) Pavement outside Co-Op	Pictures would be taken of the defective pavement outside the Co-Op and reported to Essex County Council and to County Councillor Aimee Keteca.	Admin Assistant
7) Any other business	The Council writes to the Harbour Commissioners and also to Park and Ride to ask them to sweep the area and sweep the stones back onto the Hard.	Town Clerk
	Report the faded Zebra Crossing in Victoria Place to Essex County Council.	Admin Assistant
	The Council looks into the possibility of installing a handrail in the centre of the steps at the Hard. The quotation to be taken to a finance meeting.	Grounds Manager
	Members would look at the possibility of installing a bin outside the lido for next season.	

Environment and Transport Team

**Notes of Meeting held on Thursday 10th September 2026 at 10.00 a.m.
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP**

Present:

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

Also present:

**Tracey Pulford – Town Clerk
Terry Hamilton – Grounds Manager (from 10.17 a.m. until 10.34 a.m.)**

1. **Apologies for Absence** – Councillor Pentney.
2. **To receive the notes of the meeting held on 13th August 2026** – Noted.
3. **Update on the following**
 - a) **Bus Shelter – Regent Road** – Councillor Steady briefed members that he had spoken to County Councillor Keteca, and they are waiting to hear back from the bus companies regarding a meeting.
 - b) **Hurst Green Bus Stop** – Councillor Steady informed members that this bus stop will be included in the discussions with item (a) above.
 - c) **VAS Sign** – Councillor Howard briefed members she had met with the Grounds Manager, and the current VAS sign has no warranty on it. They have asked for an updated quotation from Westcotec for a new sign and are waiting for this information.
 - d) **PROW Volunteering** - The Clerk informed members that she still has not heard back from Essex County Council on this. Members asked to escalate this to County Councillor Keteca.

Terry Hamilton - Grounds Manager joined the meeting at 10.17 a.m.
 - e) **Illegal Parking – Strangers Corner** – Terry briefed members on the current situation, and after discussion members agreed that stone baskets with wildflowers planted in them would be the best solution, with funding coming from County Councillor Keteca at Essex County Council. Terry said that he would update members after his phone call on Monday with the Essex County Council Officer.
 - f) **Blue Campervan at the Lozenge** – The blue campervan is now parked on the Lakeside Campsite. Members spoke about the bees in the Lozenge and agreed that a warning notice is to be put up on the entrance gate and near to the bees.
Terry Hamilton left the meeting at 10.34 a.m.
 - g) **Pavement outside Co-Op** – Councillor Howard said that she had asked for this to be reported, however photographs were needed to go with the report. She agreed to take the photographs. Members asked the Clerk to contact County Councillor Keteca about the pot hole scheme, and whether she still can still nominate certain potholes every quarter.

Recommendation:

- **Illegal Parking – Strangers Corner - Members agreed that stone baskets with wildflowers planted in them would be the best solution, with funding coming from County Councillor Keteca at Essex County Council.**
- **Bees at the Lozenge –Agreed that a warning notice is to be put up on the entrance gate and near to the bees.**

4. Ladysmith Avenue / Church Road issues

Members had copies of two emails concerning issues in Ladysmith Avenue and Church Road. After discussion it was **agreed** that a response would be sent stating that the Council are looking into VAS signs, which can be located in different areas in the town, and that the emails have been copied to Essex County Council Highways and our local County Councillor Keteca for their comments.

Recommendation: A response would be sent stating that the Council are looking into VAS signs, which can be located in different areas in the town, and that the emails have been copied to Essex County Council Highways and our local County Councillor Keteca for their comments.

- 5. Any other Business –** Councillor Steady briefed members on a meeting scheduled to take place on the 15.09.26 with the Resources & Services Overview and Scrutiny Committee. A copy of the report for this meeting had been circulated to all members.

He also mentioned that he had had a meeting with an Officer of Tendring District Council yesterday regarding many ongoing issues.

He added that he has been speaking to Terry Hamilton, and they have identified hot spots for bins, and will put in a plan for March 2027. Regarding the rubbish at Sayers House, a suggestion has been made to put an entrance in the brick wall with a gate, and the bins put in this area. All bins to be marked 1-8 so each tenant knows which bin is theirs. He also mentioned that discussions need to be arranged with Batemans Tower Café, Lido Café, Chip Shops etc., as takeaway premises should carry out a litter pick 100m around their establishment. Members mentioned the National Litter Pick week that takes place every year.

Councillor Barry briefed members on the Local Government Reorganisation statement that had been announced earlier in the week. He said that the District Council elections would go ahead as scheduled, next May, and that the County Council will continue. He then mentioned the town assets and that this is continuing and the Council should have some information in time for the Council meeting on the 15th October.

The Local Plan, as amended, is now going out to consultation.

- 6. Date of next meeting:** Wednesday 7th October 2026 at 7.00 p.m. Apologies received from Councillor Morgan.

Meeting closed at 11.09 a.m.

Agenda Item 08

Action Points from meeting:

Minute Number	Decision	Actioned by
3e – Illegal Parking – Strangers Corner	Stone baskets with wildflowers planted in them would be the best solution, with funding coming from County Councillor Keteca at Essex County Council.	Grounds Manager
3f – Lozenge – Bees	A warning notice is to be put up on the entrance gate and near to the bees.	Grounds Manager
4 – Ladysmith Avenue / Church Road issues	A response would be sent stating that the Council are looking into VAS signs, which can be located in different areas in the town, and that the emails have been copied to Essex County Council Highways and our local County Councillor Keteca for their comments.	Town Clerk

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 15th September 2026 at 10.00 a.m.

Present:

Councillors

C Paveley (Chairman)

J Chapman (Vice Chairman)

D Atkinson and J Howard

Also in Attendance:

Councillor R Morgan

Tracey Pulford - Town Clerk

1 Member of the public

F.023 APOLOGIES FOR ABSENCE: Councillors Barry, Carr and Mitchell.

F.024 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 14TH JULY 2026, RECEIVED BY COUNCIL ON THE 16TH JULY 2026:

The Minutes were **accepted** as a true record. Members then went through the recommendations of the meeting held on the 14th July.

F.025 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.026 BUDGET AND FINANCIAL REPORT UP TO 31ST AUGUST 2026, INCLUDING:

A) FINANCIAL SUMMARY AS OF 31ST JULY 2026

A copy of the "Budget Comparison July 2026" had been circulated to all members. Councillor Paveley briefed members on the figures included within the report. He stated that we are 33% through the year and have spent 29% of the budget. A discussion took place.

B) FINANCIAL SUMMARY AS OF 31ST AUGUST 2026

A copy of the "Budget Comparison August 2026" had been circulated to all members. Councillor Paveley briefed members on the figures included within the report. He stated that at the end of August we are 42% through the year and have spent 42% of the budget. A discussion took place on the Boat Park figures, and it was **agreed** that no refunds would be given on Boat Park spaces, if the space is given up part way through the year. Members also asked if the Grounds Manager could look at alternative playground suppliers, as those being used seem very expensive.

C) FINANCIAL MONTHLY OVERVIEW – JULY 2026

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

Income for July 2026	£25,165.42
Expenditure for July 2026	£30,857.73
Bank Balances on all accounts	£269,105.67

D) FINANCIAL MONTHLY OVERVIEW – AUGUST 2026

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

Income for August 2026	£5,705.85
Expenditure for August 2026	£35,267.21
Bank Balances on all accounts	£329,544.31

E) CREDIT CONTROL AS OF 31ST JULY 2026 AND 31ST AUGUST 2026

A copy of the Credit Control list as of 31st July and 31st August 2026 had been circulated to all members. The report was noted. Councillor Morgan **agreed** to contact all those outstanding on the Boat Park.

Recommendation: (1) Boat Park Spaces – No refunds would be given on Boat Park spaces, if the space is given up part way through the year. (2) Grounds Manager to look at alternative playground suppliers, as those being used seem very expensive. (3) Councillor Morgan to contact all those outstanding on the Boat Park.

F.027 EXAMINING OF ACCOUNTS:

The Payments and Accounts for the period July 2026 were proposed by Councillor Howard as follows:-

General Current T2 Account – under delegated authority to the Finance Committee 24 payments totalling £14,322.64 have been authorised and paid. The statement of balances on the following accounts are to be accepted:-

Barclays Current Account (XXXX7055)	£71,757.09
Barclays Premium Account (XXXX8295)	£29,079.53
Barclays Premium Account (XXXX9433)	£451.95
CCLA Public Sector Deposit Fund	£104,808.77
Instant Access Account (XXXX0373)	£28,376.20
Current T2 Account (XXXX0360)	£34,561.92
Petty Cash Account	£70.21
Making a total on accounts of	£269,105.67

Income for July 2026	£25,165.42
Expenditure for July 2026	£30,857.73
Income to date 1 st April – 31 st July 2026	£213,375.48
Expenditure to date, 1 st April – 31 st July 2026	£143,677.59
Barclaycard payments for July 2026 were:	£104.00

Cashcard payments for the month of July 2026	£116.92
Employee payments paid for the month of July 2026	£17,387.34

Seconded by Councillor Atkinson. **Agreed**.

Regarding the accounts for August, Councillors Paveley and Chapman **agreed** to sign off the accounts after the meeting.

The Clerk informed members that there are 14 payments to be authorised, totalling £5,272.71.

F.028 COMPLETION OF THE LIMITED ASSURANCE REVIEW FOR THE YEAR ENDED 31ST MARCH 2026:

A copy of Section 1, 2 and 3 of the AGAR were copied to all Councillors. Members noted Section 3 – External Auditor’s Report and Certificate 2025/2026, as follows:-

On the basis of our review of Section 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Section 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:
“The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 10, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor’s response to internal control objective O.”

The Clerk informed members that the “Notice on Conclusion of Audit”, has been published on the website and noticeboard, which is a legal requirement.

F.029 MEMBERS ALLOWANCES 2026/2027:

The Chairman informed members that the member allowances paid for the past two years were £552.00 for Councillors and £696.00 for the Mayor. As no increase had been given for some time, members **agreed** to link the allowances with the uplift in the NJC Scales each year, meaning a 3.3% increase for 2026/2027. The amount for 2026/2027 is: £570.20 for Councillors and £718.90 for the Mayor. Members noted that co-opted Councillors are unable to claim this allowance.

Recommendation: Members Allowances for 2026/2027 are £570.20 for Councillors and £718.90 for the Mayor.

F.030 SPECIAL EXPENSES 2027/2028:

A copy of the special expenses for 2027/2028 had been circulated to all members. After discussion members **agreed** that no changes were anticipated in the functions on which expenditure is estimated to be incurred in the year 2027/2028.

A discussion took place on the Churchyard.

Recommendation: No changes are anticipated in the functions on which expenditure is estimated to be incurred in the year 2027/2028.

F.031 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2026/2027:

Members were informed that the Local Government Services Pay Agreement for 2026/2027 has been agreed with an increase of 3.3%. This has been implemented in the September salaries.

F.032 NEW WORKS VEHICLE:

A copy of the Smart Electric Utility Vehicles MTX Combo Tipper, together with a Hire Purchase Quotation from Buckingham Leasing and CREDO had been copied to all members. The Chairman briefed members that 4-5 vehicles had been looked at, and the MTX Combo Tipper is the preferred option. This would mean an electrical point would need to be installed outside the Parish Hall, or in the storage sheds on the Recreation Ground. After discussion members **agreed** to take this vehicle, on a 48-month Hire Purchase with CREDO.

Recommendation: Order the MTX Combo Tipper, on a 48-month Hire Purchase with CREDO.

F.033 FINANCIAL REQUESTS FROM THE ENVIRONMENT AND TRANSPORT TEAM AND THE FACILITIES AND COMMUNITY ASSETS TEAM:

There were none.

Councillor Chapman mentioned the slabs at the War Memorial and that they need re-pointing. Grounds Manager is to obtain quotations for this work.

Councillor Atkinson declared that he is not a Lido Trustee but a volunteer.

F.034 BRIGHTLINGSEA LIDO:

A copy of the proposed lease, agreement to lease and associated land registry plan had been circulated to all members. Councillor Paveley briefed members that:-

- The new lease is based upon the same terms as the current underlease between the Town Council and the Lido and has been updated to current legal standards.
- If the existing underlease is terminated for any reason, the new one will be as well.
- The agreement to lease is for a 3-year term with the following preconditions:
 - Planning consent for intended works and change of use.
 - Building regulations approval.
 - The general scope and specification follow those as presented by Celia Jones and Andy Harvey to the Council in May.
 - Proof of funding and acceptable time scales for the works.
 - Agreement of Tendring District Council as it adjoins their land ownership.
- If the pre-conditions have not been met within the timescale either the Town Council or the Lido can force termination and therefore the proposed lease.

Members **agreed** to the proposed Lido Lease, Agreement to Lease and associated Land Registry plan. Councillor Atkinson abstained from voting.

Recommendation: The Council agrees the Lido proposed Lease, Agreement to Lease and associated Land Registry plan.

F.035 CLOSE OF MEETING: There being no further business, the meeting closed at 11.08 a.m.

Received by Council on: 17.08.26

Approved by Committee on:

Signed by Chairman:

Signed by Chairman:

Action Points from meeting:

Minute Number	Decision	Actioned by
F.026	(1) Boat Park Spaces – No refunds would be given on Boat Park spaces, if the space is given up part way through the year.	Town Clerk / Admin Assistant
	(2) Grounds Manager to look at alternative playground suppliers, as those being used seem very expensive.	Grounds Manager
	(3) Councillor Morgan to contact all those outstanding on the Boat Park.	Cllr Morgan
F.029	Members Allowances for 2026/2027 are £570.20 for Councillors and £718.90 for the Mayor.	Town Clerk
F.030	No changes are anticipated in the functions on which expenditure is estimated to be incurred in the year 2027/2028.	
F.032	The Council orders the MTX Combo Tipper, on a 48-month Hire Purchase with CREDO.	Grounds Manager / Town Clerk
F.034	The Council agrees the Lido proposed lease, agreement to lease and associated land registry plan.	Full Council

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
14445	260721 Pearson	£20.00	1004/2	20/07/26	C R Pearson - Replace galss in photo frame of UDC 1974	
		£20.00			C R Pearson - Total	
14448	260724 GreenTec	£1,115.40	1450	01/04/26	Green Tek Solutions - 8.5" Deep Slitter	
		£1,115.40			Green Tek Solutions - Total	
14449	260724 Chapman	£31.20	1008	17/07/26	Jayne Chapman - Sanitary Items for Church - from Mayors Allowance	
		£31.20			Jayne Chapman - Total	
14450	260724 Driver	£156.67	2000/6	22/07/26	Mr P Mrs J Driver - Boat Park Space 81 refund	
		£156.67			Mr P Mrs J Driver - Total	
14447	260724 Playquip	£1,406.40	1010/2	22/05/26	Playqip Leisure - Fit new gate mechanism at Bayard and Pawsons Playgrounds	9643
		£1,406.40			Playqip Leisure - Total	
Total		£2,729.67				

Signature

Date

Signature

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
14458		£955.00	1010/2	31/07/26	A.P. Landscaping & Garden Maintenance - Grounds Maintenance	1481
		£955.00			A.P. Landscaping & Garden Maintenance - Total	
14457	260807 AffinityWater	£4,199.50		07/08/26	Affinity Water -	
1		£125.00	1045		Admin Fee	
2		£4,074.50	1045		Job cost at the Lozenge	
		£4,199.50			Affinity Water - Total	
14459		£350.36	1004/1	30/06/26	BDR Group (3C) - Computer Services 010726/310726	678624
		£350.36			BDR Group (3C) - Total	
14460		£138.00	1010/4	31/07/26	Capel Plant - Toilet on Allotments 010726-010826	158559
		£138.00			Capel Plant - Total	
14461		£77.40	1450	27/07/26	Clear To See - Boat Park Signs	14989
14462		£125.70	1450	10/08/26	Clear To See - Replacement Byelaw signs for Hurst Green	15003
		£203.10			Clear To See - Total	
14463		£1,815.64	1009/1	31/07/26	Crawfords Ltd - Service of vehicle PO71XLP	166648
		£1,815.64			Crawfords Ltd - Total	
14464		£90.77	1062/2	31/07/26	James Todd & Co Ltd - July 2026 Payroll Fee	95685
		£90.77			James Todd & Co Ltd - Total	
14456	260807 Mellor	£100.00	1008	29/07/26	Jane Mellor - Donation towards Climbing Wall for All Saints Church Fate	
		£100.00			Jane Mellor - Total	
14476		£60.00	1010/2	18/08/26	Julie Ford - Town Beds Maintenance July 2026	BTC0028
		£60.00			Julie Ford - Total	
14465		£1,260.00	1001	11/08/26	PKF Littlejohn - Professional Services AGAR 31.03.26	EX0034
		£1,260.00			PKF Littlejohn - Total	
14466		£15.90	1010/2	28/07/26	Sibbons - Ice Valley Drinking Water	78262

Signature

Date

19/08/26 12:34 PM V: 9.18.01

Signature

Page 1

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£15.90			Sibbons - Total	
14467		£271.92	1010/2	03/08/26	Sutcliffe Play - Compression Spring for Playground Equipment	OP/1129491
		£271.92			Sutcliffe Play - Total	
14478		£170.65	1004/1	10/08/26	T Pulford - Items for Mayor of Sandwich Visit and Parish Hall	
		£170.65			T Pulford - Total	
14477		£360.00	1200	11/08/26	TBS Hygiene Ltd - Dog Waste collection 010826- 280826	9024
		£360.00			TBS Hygiene Ltd - Total	
14468		£82.87	1006	11/06/26	The Business Supplies Group - Stationery	01889060
14469		£15.60	1006	12/06/26	The Business Supplies Group - Stationery	01889605
14470		£134.75	1006	27/07/26	The Business Supplies Group - Stationery	01906781
		£233.22			The Business Supplies Group - Total	
14455	260807 SignMaker	£365.45	2000/6	06/08/26	The Sign Maker - Charlie the Cat sign	2607.SS.040
		£365.45			The Sign Maker - Total	
14471		£12.00	1010/2	06/08/26	Top Glass Window Cleaning - Bus Shelter Cleaning	060826
14472		£16.00	1004/1	06/08/26	Top Glass Window Cleaning - Clean windows at Parish Hall	060826
		£28.00			Top Glass Window Cleaning - Total	
14473		£869.74	1090/1	30/07/26	Tower Security (Tendring) Ltd - Nightly locking of gates - July 2026	INV-18354
		£869.74			Tower Security (Tendring) Ltd - Total	
14474		£15.41	1010/2	17/07/26	Wurth UK Ltd - Cleaning paper	4036936876
14475		£90.31	1010/2	20/07/26	Wurth UK Ltd - cleaner for workshop, protective gloves, toilet descaler	4036938496
		£105.72			Wurth UK Ltd - Total	
Total		£11,592.97				

Signature

Date

Signature

19/08/26 12:34 PM Vs: 9.18.01

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Financial Summary - Cashbook

Summary of receipts and payments between 01/07/26 and 31/07/26 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	£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
Petty Cash	£0.00
Unity Current Account T2	£15,856.73
Total	£199,407.78

RECEIPTS	Net	Vat	Gross
Council	£24,538.18	£627.24	£25,165.42
Total Receipts	£24,538.18	£627.24	£25,165.42

PAYMENTS	Net	Vat	Gross
Council	£29,287.55	£1,570.18	£30,857.73
Total Payments	£29,287.55	£1,570.18	£30,857.73

Closing Balances a 31/07/26

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£71,757.09
Business Premium (Client A/C)	£451.95
Business Premium (Reserve A/C)	£29,079.53
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£104,808.77
Instant Access Account	£28,376.20
Petty Cash	£70.21
Unity Current Account T2	£34,561.92
Total	£269,105.67



Signed _____

Chair

Clerk / Responsible Financial Officer



Financial Summary - Cashbook

Summary of receipts and payments between 01/04/26 and 31/07/26 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	£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
Petty Cash	£0.00
Unity Current Account T2	£15,856.73
Total	<u>£199,407.78</u>

RECEIPTS	Net	Vat	Gross
Council	£209,673.53	£3,701.95	£213,375.48
Total Receipts	<u>£209,673.53</u>	<u>£3,701.95</u>	<u>£213,375.48</u>

PAYMENTS	Net	Vat	Gross
Council	£136,893.89	£6,783.70	£143,677.59
Total Payments	<u>£136,893.89</u>	<u>£6,783.70</u>	<u>£143,677.59</u>

Closing Balances a 31/07/26

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£71,757.09
Business Premium (Client A/C)	£451.95
Business Premium (Reserve A/C)	£29,079.53
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£104,808.77
Instant Access Account	£28,376.20
Petty Cash	£70.21
Unity Current Account T2	£34,561.92
Total	<u>£269,105.67</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

Brightlingsea Town Council

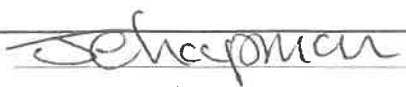
Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
14529		£955.00	1010/2	07/09/26	A.P. Landscaping & Garden Maintenance - Grounds Maintenance	1493
		£955.00			A.P. Landscaping & Garden Maintenance - Total	
14513		£126.00	1010/4	31/08/26	Capel Plant - Toilet on Allotments 010826/010926	158700
		£126.00			Capel Plant - Total	
14514		£141.54	2000/5	26/08/26	Glasdon - Memorial Plaque - Thorpe	SI944787
		£141.54			Glasdon - Total	
14515		£96.00	1004/2	20/08/26	Homeview Surveillance Ltd - Works to CCTV - router	HV-INV0048
		£96.00			Homeview Surveillance Ltd - Total	
14516		£83.77	1062/2	28/08/26	James Todd & Co Ltd - August 2026 Payroll Fee	96794
		£83.77			James Todd & Co Ltd - Total	
14527		£40.00	1010/2	12/09/26	Julie Ford - Town Beds Maintenance - August 2026	BTC00029
		£40.00			Julie Ford - Total	
14517		£424.08	1010/2	31/08/26	Landscape Supply Company - Maintenance Items	163476
		£424.08			Landscape Supply Company - Total	
14528		£477.60	1010/1	08/09/26	Playqip Leisure - Repair gate hinges - Promenade Playground	9713
		£477.60			Playqip Leisure - Total	
14518		-£59.95	1010/7	26/08/26	Sibbons - 36R Work Trouser Black - Credit relating to invoice 76396	78984
14519		£56.95	1010/3	26/08/26	Sibbons - Anvil Loppers	78965
14520		£14.50	1010/2	03/09/26	Sibbons - 300mm Engineers Hand File	79134
14521		£79.50	1010/2	11/09/26	Sibbons - Weedkiller Roundup Proactive 5L	79351
		£91.00			Sibbons - Total	
14526		£84.00	1010/2	11/09/26	St Geroge's Pest Control Ltd - Treatment of wasp nest at the Lozenge	33114
		£84.00			St Geroge's Pest Control Ltd - Total	
14510	260902 TDC	£463.00	2000/3	26/08/26	TDC - Recycling boxes etc	8380324

Signature



Signature



Date

15/9/26

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
14511	260902 TDC	£670.92	2000/3	26/08/26	TDC - Recycling boxes etc	8380311
14512	260902 TDC	£544.00	2000/3	26/08/26	TDC - Recycling boxes etc	8380308
		£1,677.92		TDC - Total		
14522		£12.00	1010/2	04/09/26	Top Glass Window Cleaning - Bus Shelter Cleaning	040926
14523		£16.00	1004/1	04/09/26	Top Glass Window Cleaning - Parish Hall Window Cleaning	040926
		£28.00		Top Glass Window Cleaning - Total		
14524		£897.80	1090/1	30/08/26	Tower Security (Tendring) Ltd - Nightly Lockup - August 2026 + holiday uplift	INV-18498
		£897.80		Tower Security (Tendring) Ltd - Total		
14525		£150.00	1009/1	04/09/26	Upsons - Roller repair to Ventrac	106767
		£150.00		Upsons - Total		
Total		£5,272.71				

Signature



Date

Signature



Financial Summary - Cashbook

Summary of receipts and payments between 01/04/26 and 31/08/26 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	£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
Petty Cash	£0.00
Unity Current Account T2	£15,856.73
Total	£199,407.78

RECEIPTS	Net	Vat	Gross
Council	£215,185.51	£3,895.82	£219,081.33
Total Receipts	£215,185.51	£3,895.82	£219,081.33
PAYMENTS	Net	Vat	Gross
Council	£170,860.32	£8,084.48	£178,944.80
Total Payments	£170,860.32	£8,084.48	£178,944.80

Closing Balances a 31/08/26

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£43,811.36
Business Premium (Client A/C)	£451.95
Business Premium (Reserve A/C)	£29,079.53
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£105,149.82
Instant Access Account	£28,402.15
Petty Cash	£11.41
Unity Current Account T2	£32,638.09
Total	£239,544.31

Signed



Chair


Clerk / Responsible Financial Officer

Financial Summary - Cashbook

Summary of receipts and payments between 01/08/26 and 31/08/26 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	£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
Petty Cash	£0.00
Unity Current Account T2	£15,856.73
Total	£199,407.78

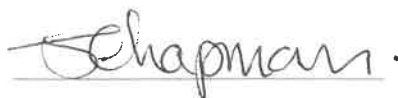
RECEIPTS	Net	Vat	Gross
Council	£5,511.98	£193.87	£5,705.85
Total Receipts	£5,511.98	£193.87	£5,705.85
PAYMENTS	Net	Vat	Gross
Council	£33,966.43	£1,300.78	£35,267.21
Total Payments	£33,966.43	£1,300.78	£35,267.21

Closing Balances a 31/08/26

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£43,811.36
Business Premium (Client A/C)	£451.95
Business Premium (Reserve A/C)	£29,079.53
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£105,149.82
Instant Access Account	£28,402.15
Petty Cash	£11.41
Unity Current Account T2	£32,638.09
Total	£239,544.31

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 4th August 2026 at 10.00 a.m.

Present:

Councillors:

J Chapman (Vice Chairman)
J Carr, J Howard and R Morgan

018. APOLOGIES FOR ABSENCE: Councillor Paveley.

019. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 7TH JULY 2026.

The Minutes of the meeting held on 7th July 2026 were **approved** as a true record.

020. DECLARATION OF MEMBERS' INTERESTS:

The Chairman reminded members to declare interests where necessary.

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

The following applications had been received by Tendring District Council:

Application No:	26/01096/LBC
Proposal:	Application for Listed Building Consent – Proposed repairs and alterations to the roof space, including structural timber repairs, roof repairs, conservation roof lights, new gable windows, stair alterations, insulation works and associated heritage restoration works
Location:	Marsh Farm House, Stoney Lane, Brightlingsea

☐ Object ☐ Support ☒ Neutral

Reason for comment:

☒ Makes observations on the application – *Brightlingsea Town Council remain Neutral on this application. As this is a Listed Building, we feel that Tendring District Council Officers should decide on the details.*

☐ No comment on the application

☐ No objection to the application

☐ Objects to application

☐ Supports application

Application No:	26/01118/FULHH
Proposal:	Householder Planning Application – Flat roof rear extension
Location:	58 Lower 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

022. TO CONFIRM THE RECOMMENDATION, PREVIOUSLY AGREED BY EMAIL ON THE FOLLOWING APPLICATION:

Application No:	26/01056/FULHH and 26/01089/LBC
Proposal:	Householder Planning Application and Application for Listed Building Consent – Vehicle access gates and installation of chimney pots
Location:	66 Red Barn Road, Brightlingsea
Recommendation:	Brightlingsea Town Council remain Neutral on this application. As this is a Listed Building, we feel that Tendring District Council Officers should decide on the details

Noted.

023. TO NOTE THE FOLLOWING APPEAL:

Application No:	26/00215/FULHH
Proposal:	Householder Planning Application – Erection of ground floor and part first floor side extension, extension of first floor terrace and front porch
Location:	Creeky Cottage, 48 Mill Street, Brightlingsea
Appeal Reference:	6012175
Appeal Start Date:	9 th July 2026

Noted.

024. TO NOTE THE FOLLOWING APPLICATION WHICH IS ‘FOR INFORMATION ONLY’:

Application No:	26/01011/LUPROP
Proposal:	Application for Lawful Development Certificate for proposed removal of existing GRP chimney
Location:	Roach House, Robinson Road, Brightlingsea

025. CLOSE OF MEETING:

There being no further business to discuss, the Meeting closed at 10.12 a.m.

Received by Council on:

Approved by Committee on:

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 15th September 2026 at 9.30 a.m.

Present:
Councillors:
C Paveley (Chairman)
J Chapman (Vice Chairman)
J Howard and R Morgan
2 members of the public

026. APOLOGIES FOR ABSENCE: Councillor Carr.
027. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 4TH AUGUST 2026.

The Minutes of the meeting held on 4th August 2026 were **approved** as a true record.

028. DECLARATION OF MEMBERS' INTERESTS:

The Chairman reminded members to declare interests where necessary.

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

The following applications had been received by Tendring District Council:

Application No:	26/01245/FULHH
Proposal:	Householder Planning Application – Single storey rear extension
Location:	56 North Road Brightlingsea

The members of the public addressed members with their concerns around this application.
After discussion members agreed the following:-

☒ Object ☐ Support ☐ Neutral

Reason for comment:

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

- *We are concerned about the parking as there is no off-road parking to allow for this extension.*
- *It is too close to the neighbouring property.*
- *Overdevelopment.*

☐ No comment on the application

☐ No objection to the application

☒ Objects to application

☐ Supports application

The members of public then left the meeting.

Application No:	26/01332/TCA
Proposal:	Trees in a Conservation Area Notification – T1 Silver Birch Tree – Fell. T2 Dead Tree - Fell. T3 Pine Tree – Fell. T4 – Beach Tree – Crown thin tree and remove dead wood
Location:	5 Hurst Green, Brightlingsea

☐ Object ☐ Support ☒ Neutral

Reason for comment:

☒ Makes observations on the application – *Brightlingsea Town Council would refer to the Tendring District Council Tree Officers advice.*

☐ No comment on the application

☐ No objection to the application

☐ Objects to application

☐ Supports application

030. TO NOTE THE FOLLOWING APPEAL:

Application No:	26/00215/FULHH
Proposal:	Erection of ground floor and part first floor side extension, extension of first floor terrace and formation of a new front porch, together with associated alterations
Location:	Creeky Cottage, 48 Mill Street, Brightlingsea CO7 0SZ
Appeal Reference:	6012175
Decision:	Allowed and planning permission granted

Noted.

031. BRIGHTLINGSEA NEIGHBOURHOOD PLAN:

Members were advised that the Steering Group would like to arrange a meeting with relevant members of the Council, including their Consultant, to discuss the completion of the plan. Members asked the Clerk to contact the Chairman to ask for dates when their Consultant is available.

032. TENDRING DISTRICT COUNCIL LOCAL PLAN REVIEW 2026-2043 AND BEYOND:

Councillor Chapman briefed members on the updated Local Plan. She stated that no one wants further development, but the updated plan only includes 1.1% of housing for Brightlingsea from all those proposed for the Tendring area. After discussion it was **agreed** that the Planning Committee recommends to Full Council that Brightlingsea Town Council endorses/supports the latest plan.

033. CLOSE OF MEETING:

There being no further business to discuss, the Meeting closed at 9.50 a.m.

Received by Council on:

Approved by Committee on:

Signed by Chair:

Signed by Chair:

Agenda Item 10 – Planning Decisions for Brightlingsea Town Council

<u>26/00682/FUL</u> Approval - Full 21.07.2026 Delegated Decision as authorised by the officer detailed on the report	Ms Jane Pleass BTC Supported this application.	Planning Application - Proposed change of use from mixed commercial/residential use to single dwellinghouse (Use Class C3).	1 Ladysmith Avenue Brightlingsea Colchester Essex CO7 0JB
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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 than 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. 0/A000/LP/001 - Site Plan and Block Plan

Drawing No. 0/A000/LP/002 - Location Plans

Drawing No. 0/A100/PR/001 Rev. A - Proposed Floor Plans

Drawing No. 0/A200/PR/001 - Existing and Proposed Front and Rear Elevations

Drawing No. 0/A200/PR/002 - Existing and Proposed Side Elevations

Planning Statement - Received 28.04.2026

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 AGREEMENT OF MEASURES TO IMPROVE SUSTAINABILITY OF DEVELOPMENT

CONDITION: Prior to first occupation of the dwelling hereby approved a scheme for the provision and implementation of water, energy and resource efficiency measures for the lifetime of the development shall be submitted to and approved, in writing, by the Local Planning Authority. The scheme shall include as a minimum:-

- An electric car charging point per dwelling
- Agreement of a scheme for water conservation including greywater recycling and rainwater capture/re-use for new dwellings.
- Agreement of a scheme to achieve as far as possible a water consumption rate of not more than 110 litres, per person, per day for new dwellings.
- Agreement of heating of each dwelling/building
- Agreement of scheme for waste reduction
- Provision of a fibre optic broadband connection to the best possible speed installed on an open access basis and directly accessed from the nearest exchange, incorporating the use of resistant tubing. (If the applicant is unable to achieve this standard of connection, and can evidence through consultation that this would not be possible, practical or economically viable an alternative superfast wireless service will be considered.)

The scheme shall be fully implemented prior to the first occupancy of the development unless otherwise agreed in writing by the Local Planning Authority. The scheme shall be constructed

and the measures provided and made available for use as may be agreed and thereafter shall be maintained.

REASON: To enhance the sustainability of the development through reduced need, better use or savings in the use of water, energy and resources; reduced harm to the environment; and result in wider public benefit in accordance with the NPPF.

NOTES FOR CONDITION:

Slab level normally refers to the concrete slab supported on foundations or directly on the subsoil and is used to construct the ground floor of the development. In any other case, please assume slab level to be the point before any walls and/or development can be visualised above ground level or seek confirmation from the Local Planning Authority for your development.

Broadband provision is included to ensure the development is able to be equipped with high speed broadband to enable opportunities for web-based communication and homeworking reducing the need for unsustainable travel.

A water consumption rate of not more than 110 litres, per person, per day adopted as Planning Policy and as imposed by this condition will directly change the building regulations water consumption rate to match as a result of this policy. The introduction of effective utilities, rainwater capture for watering plants, aerators to taps and other water saving options can be considered.

<u>26/00756/FUL HH</u> Approval - Full 13.08.2026 Delegated Decision as authorised by the officer detailed on the report	Mr Marcus Hill BTC Supported this application.	Householder Planning Application - Erection of an outbuilding in the garden to create space lost by the demolition of the garage.	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 COMPLIANCE REQUIRED: COMMENCEMENT TIME LIMIT

CONDITION: The development hereby permitted shall be begun not later than 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 titled; 5 Hurst Green proposed garden shed - Location Plan at a scale of 1:1250 - Received 09/06/2026

Drawing titled; 5 Hurst Green proposed garden at a scale of 1:500 - Received 09/06/2026

Drawing No. 5HG/02/ELVS REV A - Received 09/06/2026

Drawing No. 5HG/01/TREES REV B - Received 09/06/2026

Document titled; Heritage, Design and Access Statement for the Erection of an outbuilding in the garden to create space lost by the demolition of the garage. Ref 26/00756/FULHH.

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: RETENTION OF OUTBUILDING

CONDITION: Notwithstanding the provisions of Article 3, Schedule 2 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 outbuilding shall only be used for domestic purposes incidental/ancillary to the principal dwelling known as 5 Hurst Green Brightlingsea (or as may be renamed in the future) and does not permit the use of the approved outbuilding for purposes unrelated and not incidental/ancillary to the principal dwelling.

REASON: The proposed building would not be acceptable under the established policies of the Local Plan and NPPF by representing a net increase in dwelling units were the development to be occupied as an unrelated dwelling and not considered as one household. Nor would it be acceptable if the development were used for commercial purposes. Furthermore, having regard to its particular relationship with the principal dwelling, there is potential for noise, activity and disturbance detrimental to the amenity of that principal dwelling and neighbouring properties were the development to be used as outlined above.

26/00844/FUL HH Refusal - Full 14.08.2026 Delegated Decision as authorised by the officer detailed on the report	John Curzon Price - Sunshine Coast Greenway Campaign	Householder Planning Application - Outbuilding to rear garden for boat storage, woodwork and art studio.	111 Tower Street Brightlingsea Colchester Essex CO7 0AN
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BTC objected to this application. This application is different to the plan (Woodwork Art Studio) on plan states workshop. Brightlingsea Town Council objects to workshop; building is too high. Also, overdevelopment of the site. Essex County Council have refused previous applications in Lime Street as it encourages further commercial vehicle movements.

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 The proposed outbuilding, by reason of its overall scale and footprint is considered considerable in size and would not be read as a subservient feature within the curtilage of the host dwelling, nor would it follow the established pattern of development. As a result, the proposal would cause less than substantial harm to the significance of the Brightlingsea Conservation Area through adverse changes to its setting. In accordance with paragraph 215 of the National Planning Policy Framework, the identified harm has been weighed against the public benefits of the proposal. Whilst the proposal would provide the benefit of a new outbuilding, this is considered to be a private benefit and not one that would a material public benefit sufficient to outweigh the identified heritage harm. The proposal therefore fails to

preserve the character and appearance of the Conservation Area, contrary to section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, Policy PPL8 of the Tendring District Local Plan and Paragraphs 210 (c), 219 and 215 of the NPPF.

26/00885/VOC Approval - Full 11.08.2026 Delegated Decision as authorised by the officer detailed on the report	Ms Lisa Brown - Batemans Tower Café BTC Supported this application.	Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 2 (Approved Plans) and Condition 3 (Flood Risk Assessment) of application 18/01844/FUL to enable the completion of the building and its return to active use as a café business.	Batemans Tower Cafe Promenade Way Brightlingsea Essex
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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 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 numbers 243827-PUR-XX-XX-DR-A-0050, 243827-PUR-XX-XX-DR-A-0060, 243827-PUR-XX-XX-DR-A-9001, 243827-PUR-XX-XX-DR-A-9002, 243827-PUR-XX-XX-DR-A-9003, 243827-PUR-XX-XX-DR-A-9004, 243827-PUR-ZZ-XX-DR-A-2010, 2515-ME-01 Rev P1, and the document titled 'Flood Risk Assessment' dated May 2025.

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

NOTE/S FOR CONDITION:

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

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

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

2 CONDITION: Prior to the first occupation of the hereby approved development, all mitigation measures and/or works shall be carried out in accordance with the details contained in the Flood Risk Assessment (Evans Rivers and Coastal, May 2025).

REASON: The site is at risk from flooding; therefore such measures will safeguard future occupiers of the development.

26/01011/LUP ROP Lawful Use Certificate Granted 20.08.2026 Delegated Decision as authorised by the officer detailed on the report	Mr B Orr This application was for information only.	Application for Lawful Development Certificate for proposed removal of existing GRP chimney.	Roach House Robinson Road Brightlingsea Colchester Essex CO7 0ST
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The Tendring District Council certify that on 20th July 2026 the operation described in the First Schedule in respect of the land specified in the Second Schedule and edged RED on the plan attached to this certificate, would have been lawful within the meaning of Section 192 of the Town and Country Planning Act 1990 (as amended), for the following reason(s):

1 The proposed development constitutes permitted development by virtue of the provisions of Schedule 2, Part 1, Class G of the Town and Country Planning (General Permitted Development) (England) Order 2015.

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
26/01096/LBC Approval - Listed Building Consent 10.09.2026 Delegated Decision as authorised by the officer detailed on the report	Mrs C Ruse BTC were neutral on this application. As this is a Listed Building, we feel that Tendring District Council Officers should decide on the details.	Application for Listed Building Consent - Proposed repairs and alterations to the roof space, including structural timber repairs, roof repairs, conservation rooflights, new gable windows, stair alterations, insulation works, and associated heritage restoration works.	Marsh Farm House Stoney Lane Brightlingsea Colchester Essex CO7 0SR

THE TENDRING DISTRICT COUNCIL AS LOCAL PLANNING AUTHORITY HEREBY GRANT LISTED BUILDING CONSENT in accordance with the application form, supporting documents and plans submitted, subject to the following conditions:

1 CONDITION: TIME LIMIT CONDITION

The works to which this consent relate must begin no later than the expiration of three years beginning with the date of this consent.

REASON: To comply with the requirements of Section 18(1) of the Planning (Listed Buildings and Conservation Areas) 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 consent becoming lapsed and unable to be carried out. If commencement takes place after the time lapses this may result in unlawful works at risk of both enforcement action and criminal proceedings. You should only commence works when all other condition requiring agreement prior to commencement have been complied with.

2 CONDITION: APPROVED PLANS AND DOCUMENTS

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.

2117-IDA-XX-XX-DR-A-0000 BR01
2117-IDA-XX-XX-DR-A-0104 BR01
2117-IDA-XX-XX-DR-A-0105 BR03
2117-IDA-XX-XX-DR-A-0106 BR03

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
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2117-IDA-XX-XX-DR-A-0103 P02
2117-IDA-XX-XX-SU-A-0101 P02
STRUCTURAL SCHEME AND CALCULATIONS - REC'D 16/07/2026
HERITAGE DESIGN AND ACCESS STATEMENT - REC'D 16/07/2026

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 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 on the approved plans and documents to describe the plans as approximate and/or not to be scaled and/or measured 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 CONDITION: FURTHER APPROVAL - TIMBER STRUCTURE

Prior to the commencement of any works to the historic timber structure, a detailed schedule of proposed repairs to the historic timber structure shall be submitted to and approved, in writing, by the Local Planning Authority. The schedule of works should confirm the precise locations and types of repairs required to the timber frame and shall then be carried out in full accordance with the approval details thereafter.

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

Town Clerk's Report – Agenda Item 11
Council Meeting 17.09.26

Items requiring action:

- 1) The Brightlingsea Carnival Association would like to apply for their Carnival Day to be held once again on the Bayard Recreation Ground on 19th June 2027 also ask for our car boot sales to be held at promenade way on each Bank Holiday Monday – 29th March, 3rd May, 31st May and 30th August. Could we also request to use Council Offices to count on 21st June from 9 am if at all it's possible.
- 2) Bird Aware Essex Coast - Are running the annual Great Coastal Birdwatch again in the October Half Term holiday. As the beach spot they usually have their gazebo set up on will be flooded by high tide this year, they would like to ask for permission to have the set up on the grass near the Promenade Way Car Park instead.
They also be doing a free guided walk this year as a part of the bird watch and will send around materials once they are ready, so we can circulate it among your residents. The date for Brightlingsea is Friday 30/10, 10am-3pm.



- 3) Forest School would like to hold some more sessions in the Lozenge, as follows:-
Monday 28th September, 5th October and 19th October – 10am until 12 noon, with set up from 8am and leave the site by 1pm.
Also, on Wednesday 7th October 3.30pm – 5pm, with set up from 2pm and leave the site at 6pm.
- 4) The Colne Yacht Club are asking permission for the Colne Yacht Club to hold their annual bonfire and fireworks event on Sunday 8th November 2026 in the evening, at 7pm.
- 5) The Colne Yacht Club are starting to make plans for Christmas Carols on the Hard on 22nd December and this year they would really like to add something a little bit special to the evening. They have taken inspiration from the *Candles on the Cobb* event in Lyme Regis, although their event would be a much smaller and more low-key version! The idea is to have “**Candles in Memory**”, raising money for two local causes – Brightlingsea Stroke Association and the Deputy's Gift Fund Christmas Day Lunch. They would sell small glass tealight holders and candles at Late Night Shopping and in the run-up to the event. People would write a message on the glass in memory of someone special and then, on the night of the Carols, they would light them and place them along the Hard and down the Jetty. Obviously, they want to make sure they do everything properly. They would have a small group of briefed volunteers who would be the only people placing the candles, keeping an eye on them during the evening and then collecting everything up afterwards so nothing is left behind. Before they get too carried away with the idea, they wanted to run it past the Council and see whether the Town Council would be happy for them to do it, and whether there's anything in particular we would need from them in terms of permissions or safety arrangements. They think it could look really lovely and, more importantly, give people a chance to remember someone special at Christmas while raising a bit of money for two very worthwhile local causes.

Town Clerk's Report – Agenda Item 11
Council Meeting 17.09.26

For information, the following complaint was received regarding the recently held Drum N Box Fitness Event on Saturday 5th September, as follows:-

“Dear Brightlingsea Town Council,

I am writing to raise a formal complaint regarding the excessive noise generated by the Drum N Box fitness event held on the field behind the beach huts on the morning of Saturday 5th September.

The volume of the music and amplified instruction was incredibly loud and had a significant impact on those of us who were trying to enjoy the annual Smack and Barge Race taking place at the same time. This race is a long-standing local tradition, and many residents and visitors had gathered to watch and enjoy the atmosphere. Unfortunately, the noise from the Drum N Box event completely overshadowed the experience.

Numerous members of the public and local residents were clearly affected by the disturbance, which continued for around 90 minutes. It was difficult to hold conversations, enjoy the race, or simply relax by the waterfront. For an event of this nature to be permitted at such a volume, in such close proximity to a major community occasion, was extremely disruptive.

I understand that the council had granted permission for this fitness event to take place. However, I would like to emphasise just how impactful the noise was and strongly urge the council to reconsider future permissions for similar events in this location. The balance between supporting local activities and protecting the enjoyment of residents and visitors is important, and in this instance, the impact was clearly not adequately assessed.

Thank you for taking the time to review this complaint. I hope the council will take steps to prevent a repeat of this situation by this company in future.”

Items reported since last meeting:

ECC Highways:

Potholes/Road Issues/Streetlights:

- Pothole outside Tesco – reference 4048925 – Fixed via County Councillor Keteca.
- Chapel Road, pothole – 4031932 – made safe via County Councillor Keteca.
- Dean Street, pothole – 4043950 – made safe via County Councillor Keteca.
- Footpath 5 – overgrown vegetation into a neighbouring garden – reference 4049809 – 15.07.26.
- Pyefleet Close - pothole nr 29/30 – reference - 6000041 – 27.07.26.
- Red Barn Road – excess tarmacking left after work on driveway on kerb – reference 6000282 - 28.07.26.
- Victoria Place, Zebra Crossing lines faded – reference 6002841 – 14.08.26.
- Victoria Place Car Park, equipment has been left at the exit for several weeks – 10.09.26

Tendring District Council:

- Fly tipping – Robinson Road – 11.07.26.
- More fly tipping outside Lozenge – previously reported
- Fly tipping Church Road, near to entrance of farmland – 10.09.26