



WHITE COLNE PARISH COUNCIL

WHITE COLNE VILLAGE HALL,
BURES ROAD, WHITE COLNE, CO6 2QA.

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RCCE VILLAGE OF THE YEAR 2025

BACKGROUND PAPER – 16.09.2025

Please note supporting information regarding the following Agenda items:

Item 8ii Village Hall Canopy

Following the July meeting of the council, the job to repair the canopy adjacent to the Village Hall was posted on Checkatrade. Several contractors declined to assess the task. Two contractors offered quotes, and Summit Essex was approved to carry out the work by members via a poll.

At time of writing, inclement weather had caused some leaks to appear. The contractor was due to revisit site and fix these, although some discussions had taken place regarding potential fixes.

Council is therefore asked to consider whether further works are necessary.

Item 9i Planning Application Ref: [25/01895/TPOCON](#) Location: 42 Colneford Hill, White Colne, CO6 2PJ.

I have been to look at the trees at no.42 Colneford Hill.

I agree that the ash does not look healthy. In the photos it is not clear whether the bracket fungus is on the ash tree or the oak. I am assuming the ash.

The oak tree overhangs the road at quite a height and is not causing an obstruction but I don't think it will compromise its well-being to have 4m of lateral branches pruned.

However, it would appear that the overhanging branches of some hornbeams and yews, which seem to originate on the same property (but might possibly belong to no. 44) and very close to the oak are a more pressing matter than the oak itself. The branches of the hornbeam are lower than the oak and overhang the road to a greater extent. The yew branches overhang the pavement and are pedestrian head height. If they are all on the same plot, I don't understand why the oak has been singled out for pruning.

Kind regards,
Lynne

Item 9v Footway Encroachment on Colneford Hill.

A household behind the flood wall on Colneford Hill has enclosed the gap between the property and the flood wall. This is effectively an encroachment onto the pavement, possibly stopping access for pedestrians and householders either side behind the flood wall if and when the gates are closed.

The works include the erection of a log store and fencing, erection of a decorative streetlamp, and painting of wooden flood gate black. The Environment Agency maintains the flood gates, which have historically been stained with preservative. There could be rules over colour of these gates in the Conservation Area.

Item 9vi Road Safety Week.

Please see [Road Safety Week | Brake](#) for information on this year's campaign. A suggestion for joint working will be discussed at the forthcoming meeting with Chappel, Earls Colne, and Wakes Colne parish councils (Agenda item 11v).

Item 10iv Tree Survey

Following the case Witley Parish Council v Cavanagh (2018) (see [Arboricultural Association - Witley Parish Council v Cavanagh \(2018\) – a legal perspective](#)), it is advisable for a parish council to have regular tree surveys carried out on land it owns or manages. These should be carried out by an expert with Indemnity Insurance (which covers their advice should an adverse event occur), ideally every 18 months (so that the trees are seen both in-leaf and during winter on a regular basis). A tree survey was last carried out in 2022 (Appendix i). Further information on appointing a contractor is available at [Arboricultural Association - Choosing your Arborist \(Tree Surgeon\)](#)

Item 9vi Just Some Theatre Company – Eyes Down – 11.04.2026

The council would have to pay £375 for the performance, charging £12 per ticket so would need to sell 32 tickets to cover the cost. In the past we have sold around 50 tickets our maximum) so if it's the same for this performance we would have $18 \times £12 = £216$ to share with applause.

We have been very lucky to secure this performance. There was a huge demand for just 4 performances and amazingly we have the Saturday night slot. We will need a TEN.

Jane

(Contract attached at Appendix ii).

Item 9vii White Colne Celebration – 50th anniversary of White Colne Village Hall & 21st anniversary of The Meadows – 20.06.2026

Midsummer Eve's mini music fest on the Meadows suggested timing midday to 10pm.

Possible cost for music acts £1,500 plus cost of Temporary Event Notice (TEN). This was discussed at the event on Aug 2nd, and attendees have suggested we run some quizzes throughout the winter months to raise funds. Also, an anonymous benefactor has offered to help with the costings.

We will not be able to have a wet weather alternative. Judging by the way the bands behaved in August they will expect a cash payment again. I'm not certain of the protocol over cancellation so I asked chat, and the suggestion is that if there is a cancellation we would pay a percentage (25% or 33%) of the fee. Also, a simple contract was suggested. Please find this attached [below] as we will need to go ahead and quickly sign up the music acts.

Jane

MINI MUSIC FESTIVAL – BAND BOOKING AGREEMENT

Event Name: _____

Event Date: ____ / ____ / ____

Location: _____

[1] Parties

- **Organiser:** _____
- **Contact number:** _____
- **Band / Act:** _____
- **Contact person:** _____
- **Contact number:** _____

[2] Performance Details

- **Performance time:** _____
- **Set length:** _____
- **Fee agreed:** £_____
- **Payment method:** ☐ Cash on the day ☐ Bank transfer (details below)

Account Name: _____

Sort Code: _____ Account No: _____

[3] Cancellation Terms

- **By the Organiser:**
 - ☐ No fee if cancelled **more than** ____ days in advance.
 - ☐ If cancelled **on the day due to severe weather or safety concerns**, band will receive ____% of agreed fee (£_____).
- **By the Band:**
 - ☐ If band cancels, no fee payable.
 - ☐ Band will make reasonable effort to help find a replacement act (not guaranteed).

[4] Weather Policy

- The event is outdoors with **no wet weather alternative**.
- The event will go ahead unless **unsafe** due to weather (e.g., electrical risk, high winds, flooding).

[5] Payment

- Payment will be made **after performance** unless cancellation terms apply.
- Organiser is not responsible for travel or other expenses if event is cancelled due to weather.

[6] Other Notes

Signatures

Organiser: _____ Date: ____ / ____ / ____

Band Representative: _____ Date: ____ / ____ / ____



SD Arboriculture

Tree Hazard and Risk Assessment with Management
Recommendations

31st August 2022

Location:
White Colne Parish Council landholdings.

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TERMS OF REFERENCE

1. I have been requested by Petra Palfreyman, on behalf of White Colne Parish Council, to carry out a 'tree safety survey' for the White Colne PC landholding.
2. The purpose of this survey is to show the land owner/tree manager has acted as a reasonable and prudent landowner with regard to managing risk from the presence of trees. An assessment of the condition of the trees in relation to the surrounding land use/occupancy has been conducted; where risks posed by trees are deemed to be too high suitable mitigation measures to lower the risk to an acceptable level will be recommended. In all cases the most cost effective recommendations will be made without resorting to 'wholesale tree felling' while also being sensitive to, and mindful of, the local ecology, environment and myriad benefits of trees generally.
3. Prior to the site visit the site extents were agreed via email and marked-up aerial photographs.

Site visit carried out 18th August 2022, and report completed by:

Kevin Surridge-Dines, Tech Cert (Arbor A)

31st August 2022

LIMITATIONS

1. This report is intended only to guide tree risk management decisions. It should not be used or relied upon for any other purpose.
2. Any recommendations made for tree work are listed with time frames for priority; these are intended as a guide to help you allocate resources/budgets to trees with the highest priority first. The only exception to this is trees listed as 'Urgent' – These recommendations should be completed as soon as possible, as they pose an immediate and unacceptably high level of risk.

A general guideline to aim for would be 'high' within 6 months, 'medium' within 1 year, 'low' within 2 years.

Re-inspection schedules assume any tree work recommendations are completed within set time frames.

3. If any tree work recommendations are considered undesirable, it may be possible to examine the tree(s) in greater detail and produce alternative work specifications. Please call to discuss your requirements if this is the case.
4. The recommendations in this report do not set out to remove all risk from whole or part tree failure. Instead an acceptable level of risk is aimed for, to balance the actual risk of harm against the cost (both financial, and in terms of the loss of the many benefits trees provide) of remedial works.
5. This tree survey is based on the industry standard Visual Tree Assessment (VTA) method from the ground, and the tree inspectors' judgement based on experience to assign work priorities. No climbing inspections have taken place. No invasive decay detection was used during the course of the inspection.
6. It is the ultimate responsibility of the land owner/manager or any contractor to make their own checks for statutory protection such as Tree Preservation Orders, Conservation Area designations, planning conditions or restrictive covenants prior to carrying out any works; protections may be put in place at short notice. Failure to obtain written permission for work on protected trees may result in criminal prosecution.
7. The inclusion of any tree in this survey does not necessarily indicate ownership.

RE-INSPECTION

1. Re-inspection Schedule:

Formal inspections by a qualified and insured arboriculturist, no later than:

High risk zones – every 3 years. August 2025

Low risk zones – every 5 years. August 2027

Informal inspections by site managers/groundsmen etc.

All risk zones – A brief walkover inspection of all trees for obvious defects before forecast adverse weather events, and after them. Also, daily ad-hoc observations for obvious tree defects (see point 3 below).

Any suspected issues should be directed to a qualified arboriculturist (such as SD Arboriculture) for assessment.

2. The industry standard is to allocate 'risk zones' within land being surveyed, and to focus resources/increase inspection frequencies where exposure to risk is higher/more frequent.

High risk zones:

The triangular green containing Ts1-9 & G1.

The area labelled G2.

Low risk zones

T14, T15 and the areas labelled G4 & G5

3. Monitoring of the trees for obvious defects on an ad-hoc basis by any site managers/supervisors/residents/during other works is always advisable, particularly after strong winds or heavy snowfall, when branches may be broken by the wind or snow/ice loads.

Problems to look out for include, but are not limited to:

- a. A rapid overall decline in tree health
- b. Dead branches

- c. Broken/damaged/hanging branches
- d. Movements of the stem, or ground beneath the trees
- e. The presence of any fungus on the tree, its roots or near its base
- f. Any exudations on the stem or main branches

Particular attention should be paid to trees with the potential to fall into heavy use areas of gardens, roads etc, and those in high risk zones.

Comments or observations from any residents, members of the public or visitors should be followed up.

- 4. A brief record should be kept to show who monitored which trees, when, and if any further action was taken. It is also prudent to keep a record of the completion of any planned/recommended works, and to be mindful of the fact that changes in land use may increase risks from nearby trees.

Where problems are suspected further advice should be sought from an arboriculturist as soon as practicable.

THE SITE & TREE WORK SCHEDULE

In addition to the tree works specified below, it is recommended that as far as reasonably practicable people/cars are prevented from spending time within falling distance of significantly large trees during very windy/stormy weather, as chances of otherwise healthy trees/branches failing is greatly increased.

As a guide high, medium and low work priorities can be taken as 6 months, 1 year and 2 years. Please refer to Limitations, point 2, above.

Only trees of a size/in a location with the potential to cause harm in the event of failure have been listed in the Tree Work Schedule. Where no General Comment has been made, it is assumed the tree is in good structural and physiological condition.

Tree Preservation Orders (TPO), Conservation Area (CA) and other statutory protection (please see Limitations, point 6, above) relevant to the survey site:

An online check via Braintree's GIS mapping service on 31/08/2022 showed:

Ts 1-9 and G1 are within a CA.

The online GIS mapping service does not show TPOs. An email has been sent to Braintree's Landscape Services department enquiring as to the presence of any TPOs on site; I shall inform Petra Paltreyman of their reply once I receive it.

Tree Work Schedule:

Tree ID	Species, height (metres)	General comments	Work specification	Priority
T1	Norway maple, 10	Telephone cable running through crown, does not appear to be rubbing.		
T2	Norway maple, 10	As T1.		
T3	Norway maple, 10	As T1.		
T4	Rowan, 8			
T5	Oak, 10			
T6	Ash, 12			
T7	Horse chestnut, 8			
T8	Horse chestnut, 10	Early stages of horse chestnut bleeding canker on main stem and scaffold limbs. No significant decay at present.		
T9	Silver birch, 10	Significant and advanced decay in main stem at 1m on south side; due to previous large pruning wound. Some minor decay on lowest limbs to the east. Has undergone a crown reduction in the recent past.		
T10	Silver birch, 10	Recently died, presumably due to drought.	Fell	Low
T11	Pussy willow, 8	Over mature willow with several stems broken out at the base to the east, more likely to follow suit soon.	Coppice to no more than 1m above ground level. Consider stacking timber/woodchip at base for wildlife habitat.	Medium

T12	Silver birch, 12	Triple stemmed tree (with 5m dead stem to the west), all three stems heavily covered in ivy. Southernmost stem (leaning over boundary) has early stages of stem decay; decay is likely to advance quickly in the non-durable timber of this species.	Fell all three stems.	Medium
T13	Ash, 18	Large, multi-stemmed tree, likely very old coppice regrowth. Several minor branches fallen within the canopy in recent years. Some decay in base, not yet structurally significant. Main stem to the south (within landing distance of the table tennis table) has major rubbing at 5m against another branch. The presence of <i>Innonotus hispidus</i> fungal fruit bodies found on the floor beneath tree, having fallen from branches higher up, increases risk of large branches snapping from high in the canopy.	<p><u>Option 1:</u></p> <p>Initiate ‘high pollard’ at 8-10m.</p> <p>Pros – Large mature tree retained in some form. Work may be cheaper</p> <p>Cons – Will need regrowth cutting on a 5-10 year cycle, meaning ongoing costs.</p> <p><u>Option 2:</u></p> <p>Fell.</p> <p>Pros – No ongoing cost.</p> <p>Cons – No tree retained, loss of habitat.</p> <p>*In either case, leaving timber/woodchip stacked/piled within the wooded area provides excellent deadwood habitat, and may make tree works cheaper than removing all waste.</p>	Medium
T14	Ash, 6			
T15	Oak, 6			
T16	Crack willow, 20	This species, <i>Salix fragilis</i> , is known for attaining a good size before dropping large limbs and scattering its fragile twigs (hence the name) as a means of self-propagation. Although this tree does not have any significant decay, it is ‘ripe’ to start dropping limbs. It is in a	<p><u>Option 1:</u></p> <p>Allow the tree to naturally drop limbs and clear up any mess as needed. The risk of harm from this approach is very low, and it costs nothing until there is mess to clear.</p> <p><u>Option 2:</u></p>	Low

		fairly quiet area, only its limbs to the south and west have any chance of falling onto paths, and are most likely to fall in stormy weather (when most people will not be out walking/picnicking). As such, actual risk of harm is very low.	Pre-emptively prune/remove/shorten limbs within falling distance of paths. This would negate the low risk of harm, at the expense of the trees visual appearance and with a financial cost to complete the works.	
G1	Cherries, 4-6			
G2	Mixed	A mix of species and sizes including willow, oak, birch, ash and sycamore. The largest trees in this group run along the northern boundary. Trees requiring works will be plotted individually.		
G3	Cherries, 6	19 cherry trees, recently planted. 'Grow-tect t-bags' have been used for irrigation, and the trees are showing no signs of drought as a result, which is excellent. The stakes and braces, at 1.5m, are too high to allow stem flexure and proper stem taper development, which may cause issues later in the trees life. It is likely too late to lower stakes and braces, however industry best practice is to remove these temporary supports after 2 or 3 growing seasons at most; unfortunately this important step in newly planted trees is often forgotten.	Ensure stakes and braces are removed after 2-3 growing seasons, as soon as the trees are able to support themselves.	Low
G4	Mixed	Mixed shrubs/small woodland type trees. Trees requiring works will be plotted individually.		
G5	Mixed	Semi-mature planted woodland of various native	The heritage apple orchard is overgrown with brambles etc, and	Low

		species including oak, hazel, birch. Within this group is a heritage apple orchard planted in 2008.	<p>does not appear too have undergone any management recently.</p> <p>Traditional apple orchards are a specialist area of tree care, and I would recommend contacting the group who originally planted them to seek further advice on current and future maintenance.</p>	
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APPENDIX 1 – TREE LOCATION PLAN

SD Arboriculture

www.sdtreesurveys.com
01206273884 / 07702707468

White Colne Parish Council Tree Survey 2022

SCALE :
1 : 1750 @ A4

DATE :
31/08/2022

MAP FILENAME :
White Colne PC map



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APPLAUSE PROMOTER/HOST CONTRACT

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Email: office@applause.org.uk
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Date: 9th September, 2025

Venue/Promoter Contract - Applause Indoors 2025 Season

Applause: Applause Rural Touring

Venue/Promoter: White Colne Village Hall

Company: Just Some Theatre Eyes Down

Venue: White Colne Village Hall

Bures Road White Colne Colchester Essex CO6 2QA

Venue Promoter: Jane Taylor

[REDACTED]

[REDACTED]

Company/Artist: Just Some Theatre

Show: Eyes Down

Contact: Peter Stone

info@justsometheatre.co.uk

07955905295

Event Date:

Date	Time	Duration	Venue
Sat 11 Apr 2026	19:30	105 mins	White Colne Village Hall

Event Time: Please liaise with Artist/Company to agree exact timings

Show Fee: Minimum guaranteed fee: £375 (Plus 40% of ticket sales in excess of the minimum fee amount)

By signing this contract you agree:

That the event/venue has the appropriate Public Liability Insurance coverage and any appropriate licences have been obtained i.e. Public Entertainment Licence, Theatre licence or Community Premises Licence.

That you have completed or will prepare a risk assessment for the venue and event in advance of the performance.

All other terms and conditions apply, please see below.

Signed for and on behalf of :

Applause

Print name: _____

Signature: _____

Date: _____

Venue/Promoter

Print name: _____

Signature: _____

Date: _____

Your printed name is accepted as a binding signature.

Terms and conditions

1. Responsibilities of the Venue/Event host/Promoter:-

1.1 The Venue

- To ensure that the venue is booked and available for the day of the performance and to ensure the venue is accessible to the performers from the mutually agreed time they require.
- To organise and provide front of house staff, sufficient signage for entrances and parking requirements.
- To ensure the event/venue has the appropriate Public Liability Insurance coverage and any appropriate licences have been obtained i.e. Public Entertainment Licence, Theatre licence or Community Premises Licence.
- To complete a risk assessment for the venue and event in advance of the performance.
- To pay the show fee promptly within 30 days from receipt of invoice. The fee payable to be either the full show fee or minimum guarantee plus 40% of ticket sales in excess of the minimum fee amount.

1.2 The Company and the Performance

- To contact the Company to discuss and agree details such as arrival and departure times, access and parking, performance start time, equipment requirements and ensure these agreements are met.
- To discuss and agree with the Company any hospitality requirements such as refreshments. Please note that Companies often travel long distances – providing a meal or information as to where a meal can be bought is often appreciated. Requests received for hospitality beyond refreshments (e.g. overnight accommodation) should be referred to the Applause Administrator prior to the performance date.
- To provide the Company with a name and contact number of the person they will liaise with on the day. (The Company will not need to be looked after throughout the event, however they will need a first point of contact to show them where to park etc.)
- To welcome the Company at a mutually agreed time.
- To allow for the Company to display Applause publicity material near the performance.

1.3 Publicity & Ticket Sales

- To ensure that the event is well publicised within the village/community and beyond using the publicity materials supplied.
- To use the Applause logo on any further publicity created and to credit Applause in any other publicity action such as radio interviews and press releases and to use the following strapline on all printed publicity and websites 'This performance is made possible by Applause'.
- Please note 2 complimentary tickets should be made available on request for Applause staff and Board members.
- Online ticket sales: if the host or venue do not have their own system agree that a minimum number of online tickets will be made available via the Applause website.
- To provide us with details about any press and publicity.

1.4 Applause

- To return an evaluation survey to Applause.
- To pay Applause on receipt of an invoice. Please note that all additional costs e.g. hall rental costs, extra publicity, adverts and Company refreshments are the responsibility of the Host and cannot be charged to Applause.

- To make every reasonable effort to assist Applause with collecting audience feedback, such as distributing print or providing display areas.

2. Responsibilities of Applause:-

- To contract the Company to be in attendance for the performance.
- To ensure the Company sends publicity materials in advance of the performance date.
- To provide the Host with customised stickers for publicity material ahead of the performance date.
- To publicise the event on the Applause website and social media.
- To invoice the Host following receipt of the performance report form.
- To pay the Company following the performance date.
- To notify the Host of any known positive Covid tests from the Company up until 10 days after the performance.

3. Cancellation:-

1. If a contracted performance is cancelled as a result of force majeure beyond the control of either the Host, Company or Applause to include but not limited by any law or action taken by a government or public authority, this agreement shall be null and void.
2. If a contracted performance is cancelled as a result of some fault on the part of Applause or the Company then every effort will be made to provide an alternative performance. If this is not possible then the Host will not be liable to pay.
3. If a contracted performance is cancelled as a result of illness or the need to isolate within the Company then every effort will be made to provide an alternative performance. If this is not possible then the Host will not be liable to pay.
4. If a contracted performance is cancelled as a result of some fault on the part of the Host then the Host shall be liable for some or all of the Company's fee. The fee payable by the Host will be as follows:
 - Three months or more before the agreed performance date – 0% of the Host Fee
 - One month to three months before the agreed performance date – 50% of the Host Fee
 - One week to one month before the agreed performance date – 80% of the Host Fee
 - One week or less before the agreed performance date – 100% of the Host Fee

Where a dispute arises all parties agree to appoint an independent arbitrator to make a final and binding decision.

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