



POLICY FOR ALTERATIONS OR INSTALLATIONS AT THE GLEBE

If any clubs would like to undertake alterations, improvements or installations at The Glebe, please follow the guidelines below:

To include (but not limited to):

- Advertising hoarding not already erected and any signage. This does not include changes of sponsors.
- Containers.
- Landscaping such as trees, mounds, turf, bark etc.
- Painting buildings a different colour.
- Any additional structures or replacements that are changing in style, design or position.
- Satellite Dishes or Aerials.
- Lighting.
- If in doubt, please ask.

All work must be agreed by the West Mersea Town Council Sport & Recreation committee BEFORE work is commenced. In order to obtain agreement, it must be listed as an individual item on the agenda for the Sport and Recreation committee. The agenda is published 5 working days before the meeting and cannot be amended after this date. It may be necessary for some items to be heard before full Council before approval is granted. Once given all the paperwork, the Council will endeavour to get the item discussed at the next suitable meeting.

For an item to be discussed on the agenda we require the following to be submitted to the Clerk at least 5 working days before the meeting. The longer the notice the better as this allows us to look into any potential issues and reduces the need to postpone the decision to collect more information.

- Written statement from your club/committee agreeing to the request.
- Full written explanation of work to be done, including estimated timescale.
- Pictures/product information where there is to be any installation of an item.
- Work to be marked clearly on the map and/or aerial photo West Mersea Town Council uses (we can provide you with the computer files or a photocopy).
- Estimated starting date.
- Details of any consultations with other MISA clubs and the Tennis Club.

Work must be completed within a period of 12 months from the date permission is given by the Council. After this period permission will need to be re-sought from the Council.

All agreements by the committee/Council are subject to relevant planning permission. It is the responsibility of the club to find out if an item needs planning permission. Please use the online planning portal for more information. Some items still require permission even though there is no charge. West Mersea Town Council is able to put applications through at a discounted price. If you wish West Mersea Town Council to submit the application on your behalf then you must provide all the paperwork, drawings etc and payment must be received by West Mersea Town Council before the application is submitted.

Sports & Recreation Committee, West Mersea Town Council.