



**Minutes of the meeting of the Full Council of
Rochford Parish Council held on
Wednesday, 8th October 2025 at 6.30 pm
at the Parish Rooms, Rochford**

In Attendance:

Councillors: James Edmunds (Chair)
James Cottis
Denise Crosbie
Daniel Efde
Robert Howat
Paul Nash
Linda Thomas
Mark Vallance
Myra Weir
Graham Whitehead
Arthur Williams (Vice Chair)

Clerk: Emma Terris

In Attendance: Laura Buckley-Hills
James Faulkner
Cllr Danielle Belton
Cllr Angelia Mariott
Cllr Mike Steptoe

Ray Howsan, Head of Planning at David Wilson Homes and colleagues

There was one member of the public present.

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- 60/25 To receive apologies for absence**
Apologies for absence were received from Cllrs Brown, Taylor and Hanser.
- 61/25 To receive any Declarations of Interests**
Cllrs Williams and Efde declared an interest in any matters relating to Rochford District Council.
- 62/25 To receive a presentation from representatives from Chelgate regarding the Hall Road Development and for Councillors and members of the public to ask questions**
Ray Howsan, Head of Planning David Wilson Homes and colleagues attended to provide a presentation to Members regarding a proposed development in Hall Road in Rochford.
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The developers outlined their plans for 50% affordable housing and highlighted that the split will be determined by Rochford District Council. Members queried local priority for housing allocations. Members expressed concerns about the potential release of Green Belt land, the lack of justification for this site and the impact this would have on local infrastructure. The Chair thanked representatives of David Wilson Homes and Chelgate for their presentation and they left the meeting at 7.01 pm.

63/25 Questions from members of the public who are registered on the Electoral Roll as resident of Rochford Parish (maximum of 15 minutes, Chairman only to reply)
There were no questions.

64/25 To receive reports from County/District Councillors (maximum of 10 minutes, Chairman only to reply)

Cllr Steptoe, District Councillor and Essex County Council Councillor reported that:

- The resurfacing of Market Square in Rochford is to commence from 15th November.
- The Highways Panel are reviewing the traffic flow around the town centre.
- There is a proposal for Bus Route 13 to run from Ashingdon to serve the Hall Road Estate ending up at Leigh Railway station.
- Members were reminded that a weekly surgery is held in the WI Hall in Rochford on Tuesdays.

Cllr Efde, District Councillor reported that:

- The gas works in Hockley are approximately one month ahead of schedule.

Cllr Williams, District Councillor reported that:

- The large Redwood tree in Back Lane Carpark is protected by a Tree Preservation Order and permission for its removal has been refused.

Cllr Marriot, District Councillor, reported that:

- Some of the shrubbery in Back Lane will be cut back and the area in front of the toilet block is to be tidied up.

Cllr Belton, Leader of Rochford District Council, reported that:

- The food waste caddies have been delivered, and collections have started. Cllr Belton advised that there will be no additional charge for residents.
- The council have passed a motion to introduce Neighbourhood Teams. The team will consist of three members of staff employed by Rochford District Council to provide a rapid response to local issues, for example, graffiti removal and overgrowth on pathways.
- The trial into the 30-minute free parking ends at the end of November. Positive feedback has been received.
- The Budget consultation is open until the end of the month. Parish councils are encouraged to promote with residents.
- Rochford is currently working through its Local Plan. Local housing targets have increased from 5,000 to 15,000. Parish councils and residents are asked to identify any brown field sites that can be used before building on green belt land.
- The decision on the Local Government Reorganisation is expected in March 2026.

65/25 To meet Rodd Hubbard who has expressed an interest regarding being Co-Opted as a Councillor of Rochford Parish Council and Mark Hammond who would like to be reappointed as a Co-Opted Councillor.

It was noted that Mark Hammond had withdrawn his request to be reappointed as a Co-Opted Councillor.

The Chair welcomed Rodd Hubbard to the meeting. Rodd Hubbard introduced himself to Members and advised that he is a long-term resident of Rochford and has recently retired from the banking sector.

66/25 Neighbourhood Plan

A detailed discussion took place regarding the implementation of a Neighbourhood Plan. Members were informed that Neighbourhood Plans are parish-led and resource intensive. There is currently no external funding available, and the cost of the plan would come from precept. It was noted that residents have shown interest in a Neighbourhood Plan being developed for Rochford, however, it is felt that some residents have been misinformed about its power to block development. Following a suggestion that the council engages with the Rochford District Council policy team to provide input on the District Plan, Cllr Williams proposed that this item is deferred for two months and brought back to the December meeting for further discussion. This was seconded by Cllr Edmunds and unanimously carried.

67/25 To approve the minutes of the Parish Council Meetings

The minutes of the Full Council meeting held on Wednesday, 10th September 2025 were **agreed** by Members and signed by the Chair.

68/25 Finance

68/25.1 To receive the draft minutes of the Finance Committee meetings held on Wednesday, 20th August and Wednesday, 24th September 2025.

The draft minutes of the Finance Committee meetings held on Wednesday, 20th August and Wednesday, 24th September 2025 were received.

68/25.2 To receive details of payments and receipts during September 2025

A report detailing the payments and receipts made during September 2025 were noted as follows:

Receipts

Description	Amount (£)
Allotment Income	2,484.38
Hall Hire and rental income	778.75
Cemetery Income	168.50

Payments

Payee	Description	Amount (£)
Salaries, Expenses and Allowances		6,870.60

Daisy Mobile	Broadband	12.76
TBS Hygiene	Waste Collection	328.80
P.F. Ahern	Waste Collection	192.00
Lamps and Tubes Illuminations	Street lighting column testing	2,850.00
Roundabout Rochford	Publication	275.00
Sky Business	Broadband	48.85
J.P Prior	Bus Stop Cleaning	159.05
Rochford Association of Local Councils	Annual Subscription	47.00
Neatwork Services	Cleaning Contract	1292.40
Power Hygiene Ltd	Maintenance Supplies	36.47
A&J Lighting Solutions	Streetlight Maintenance	562.80
EALC	Staff Training	150.00
Kent County Council	Photocopier Rental	138.71
3-Mobile	Mobile Phone	29.78
Parabar Developments Ltd	Rent	3,750.00
SSE Energy Solutions	Electricity Supply	1008.69
Wave Utilities	Water Supply	42.68
N Power	Streetlighting Electricity	1557.73
Huws Gray Ltd	Maintenance Supplies	54.82
Microsoft	IT Charges	107.65

Direct Debit Regular Payments

Payee	Description	Amount (£)
Starboard Systems Ltd	Accounting Package	288.00
EDF Energy	Electricity	78.09
SSE Energy Solutions	Gas	58.17
N Power	Electricity	920.68

68/25.3

To receive the conclusion of the external audit report

The external audit report was shared with Members for information.

68/25.4

To discuss and possibly agree for the Clerk to open an additional current account with Unity Bank and for this account to be used as the council's main bank account

Cllr Edfe proposed that agreement is given to the Clerk to open an additional current account with Unity Bank and for this account to be used as the council's main bank account. This was seconded by Cllr Crosbie and unanimously agreed.

69/25 Clerk's Report (Verbal)
The Clerk's report was received.

70/25 Correspondence received since the last meeting
The Clerk reported the following:

- A request has been received from Murphy Collings accountants whose offices are located at the end of the drive, asking whether there would be any objection for them to occasionally park in the Parish Council allocated spaces. Members had no objection to granting them permission to use a parking space when required.
- Information regarding the Citizen of the Year Award has been shared with Members.
- A claim was received from McKeag & Co Solicitors regarding a member of the public sustaining an injury whilst falling in Hall Road. The Clerk advised that she has responded to say that responsibility lies with Essex County Council and to redirect the claim. McKeag & Co have responded and advised that they have rescinded the claim.

71/25 To receive reports from Councillors on Council activities undertaken since the last meeting.
The Chair reported that he will be attending the Chairman of Rochford District Council's fundraising event on Friday, 10th October 2025.

72/25 Councillor/Clerk/Employee Training

72/25.1 To receive details of any training undertaken since the last meeting
The following training has been undertaken since the last meeting:

- IT/Share Point training
- Financial Regulations Training (Clerk)

72/25.2 To note any training to be arranged
It was agreed that the Clerk investigate the possibility of arranging bespoke Chair and Councillor refresher sessions.

72/25.3 To receive the EALC training calendar
The EALC training calendar was received.

73/25 Reports from Committees

73/25.1 Community Projects Committee
The draft minutes of the Community Project Committee held on Wednesday, 24th September 2025 were received.

74/25.2 General Purposes Committee
The draft minutes of the General Purposes Committee held on Wednesday, 17th September 2025 were received.

74/25 Reports from Representatives to Outside Bodies

74/25.1 Rochford Residents Steering Group

Cllr Crosbie advised that the Freight House has been declared an Asset of Community Value

74/25.2 Rochford Hundred Association of Local Councils

The minutes of the meeting held on Thursday, 17th July 2025 were shared with Members for information. It was noted that the next meeting will be held on Thursday, 16th October at 7.30 pm at St Mark's Hall in Rochford.

74/25.3 Old People's Welfare for Rochford and District Day Centre

The minutes of the meeting held on 17th July, and 17th September 2025 were received.

75/25 The Rose Garden

Members resolved to accept the terms of the amended lease.

76/25 Planning Matters

76/25.1 Planning Applications Received

The following planning application was considered:

25/00644/OUT – Croudace Homes Limited, Land North of Pelhams Farmhouse, Hall Road, Rochford, Essex

Rochford Parish Council has considered the above application and **objects** to the proposed development for the following reasons:

1. Green Belt:

The site lies within the Green Belt, where development is inappropriate and contrary to national and local planning policies designed to protect the openness and character of the area.

The applicant has not demonstrated any of the special circumstances required under the National Planning Policy Framework (NPPF) to justify development within the Green Belt.

2. Overdevelopment:

The proposal represents an overdevelopment of the site and would contribute to the cumulative urbanisation of the local area, adversely affecting its rural character and setting.

3. Surface Water Drainage (SuDS):

Councillors have concerns about the adequacy of Sustainable Urban Drainage Systems (SuDS) and the potential for the development to exacerbate local surface water and drainage issues, which are already problematic in this area.

4. Infrastructure and Traffic Impact:

The proposal would place additional pressure on existing infrastructure, including highways, schools, and local services.

Increased vehicle movements would worsen traffic congestion and road safety concerns in and around the site.

To consider any matters of a confidential nature.

(SO: 23:1 the public and press shall be admitted to all meetings of the council or of a committee which may, however, temporarily exclude the public or press or both by means of the following resolution, viz: “That in view of the special nature of the business about to be transacted, it is the opinion of this Council advisable in the public interest that the public (and press) be temporarily excluded and they were instructed to withdraw”)

77/25 To undertake a ballot to Co-opt Rodd Hubbard as a Co-Opted Councillor
A ballot was held to Co-opt Rodd Hubbard as a Co-Opted Councillor.

The result was In favour – 10
 Abstention - 1

Rodd Hubbard was duly appointed as a Co-Opted Councillor.

With there being no further business to discuss, the Chair thanked everyone for attending. The meeting closed at 9.07 pm

Signed
Chair

Date: