



Rochford Parish Council

AGENDA

Members are summoned to attend the next meeting of the Full Council to be held on **Wednesday, 12th November 2025** commencing at **6.30 pm** at The Parish Rooms.

The meeting is open to the Press and Public.

Emma Terris

**Emma Terris
Clerk to the Council**

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- 1. To receive apologies for absence**
 - 2. To receive any declarations of interests**
 - 3. To approve the minutes of the following meeting**
 - a) Full Council Meeting – Wednesday, 8th October 2025
 - 4. Questions from members of the public who are registered on the Electoral Roll as residents of Rochford Parish (maximum of 15 minutes, Chairman only to reply)**
 - 5. To receive reports from County/District Councillors (maximum of 10 minutes, Chairman only to reply)**
 - 6. To meet Errol Houston-Bailey, Gunilla Edwards and Leona Bryceland who have expressed an interest in being Co-Opted to serve as a Councillor of Rochford Parish Council**
 - 7. Clerk's Report (Verbal)**

To receive a report from the Clerk to include:

 - a) The Parish Rooms
 - b) The Rose Garden
 - 8. Correspondence received since the last meeting**
 - a) Community Governance Review Consultation
 - 9. To receive reports from Councillors on Council activities undertaken since the last meeting**

10. Finance

- a) To receive the draft minutes of the meeting held on Wednesday, 29th October 2025
- b) To receive details of all payments and receipts during October 2025
- c) To receive the summary of Receipts and Payments compared to budget for year to date.
- d) To receive an update on preparing the 2026-27 budget
- e) To receive payments for authorisation

11. Reports from Committees

To receive the draft minutes of the following Committee meetings that have been held since the last meeting:

- a) Community Projects Committee – Wednesday, 15th October 2025
- b) General Purposes Committee – Wednesday, 29th October 2025

12. Assets

- a) To agree a date for the Asset Review Working Party to meet

13. Christmas Event

- a) To receive quotes received and agree contractor and costings to instal and remove the Christmas Tree in Rochford Square.
- b) To confirm members availability for the Christmas event on Sunday, 7th December 2025 and allocate roles.

14. Policy Approval

- a) To receive and approve the Financial Regulations

15. To receive reports from representatives to outside bodies

- a) Rochford Residents Steering Group
- b) To receive the minutes of the Rochford Hundred Association of Local meeting dated Thursday, 16th October 2025
- c) To receive the minutes of the Old Peoples Welfare for Rochford and District Day Centre meeting dated 8th October 2025

16. Councillor/Clerk/Employee Training

- a) To receive details of any training undertaken since the last meeting
- b) To note any training to be arranged
- c) To receive the EALC training calendar

17. Planning Matters

Planning Reference	Location	Description
25/00726/FUL	Land Adjacent 9 College Gardens, Rochford	Proposed 3-bed, 3-storey dwelling with associated parking, landscaping and new vehicular access
25/00757/FUL	3 College Gardens, Rochford SS4 1YL	Proposed expansion of the car parking area in front of the property
25/00759/FUL	9 Purdeys Way,	Change of use of existing

	Rochford SS4 1ND	warehouse and first-floor offices from their current use (Use Class B8 (Warehouse) and Class E (Offices) to Class E (Indoor Sport, Recreation and Fitness), including associated facilities such as changing rooms, café and viewing gallery with independent Class E (Offices) retained to part of ground floor, installation of new accessible entrance ramp and platform lift to provide disabled access, together with alterations to external elevations, and associated landscaping and parking.
25/00626/ADV	The Cottage Kitchen 64-66 West Street, Rochford, SS4 1AJ	Proposed advertisements comprising the installation of the new shop name, The Cottage Kitchen in traditional-style black individual letters mounted on the white weatherboard above the two front entrance doors (non-illuminated), and a replacement sign on the side elevation (externally illuminated with existing light). New lettering to be applied to the existing fascia board above the large front window (non-illuminated)

18. Date and time of next meeting

Wednesday, 14th January 2025 at 6.30 pm at The Parish Rooms

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 they 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”)

19. To undertake a secret ballot to Co-opt the following as Councillors of Rochford Parish Council

- Leona Bryceland
- Errol Houston-Bailey
- Gunilla Edwards