



Rochford Parish Council

Members of the Community Projects Committee are summoned to attend a meeting to be held on **Wednesday 15th April 2026 at 6.30 pm** in the Parish Rooms.

The Agenda is set out below.

The meeting is open to the Press and Public. Councillors who are not members of the Community Projects Committee are welcome to attend

If there are any items on the Agenda for which members will require further information, please notify the Clerk by 1pm on the preceding working day to enable her to have it ready for the meeting.

Emma Terris
Clerk to the Council
15th April 2026

Terms of Reference for Community Projects Committee.
Membership for 2025/26:

Membership: Councillors Williams (Chair), Crosbie (Vice), Edmunds, Efde, Thomas, Weir, Hubbard, Edwards, Bryceland

To work within delegated powers (Local Government Act 1972 Section 101) to provide and manage the following services:

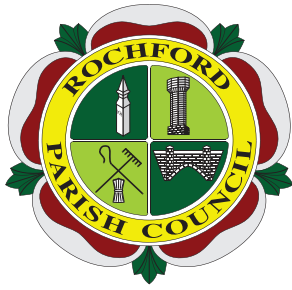
- a. Monitoring Financial Performance and setting budgets
- b. Handling the Parish Council's Youth Initiatives
- c. Managing the Christmas Festivities
- d. Managing all the Parish Council's Events
- e. To consider any items referred from time to time by Full Council.
- f. To appoint working parties/task and finish groups to carry out specific work where necessary.
- g. To consider any Planning Applications received where necessary.

Parish Council Rooms
West Street
Rochford Essex SS4 1AS

Clerk to the Council: Emma Terris
Telephone: 01702 540722
Mobile: 07848438408
Email: clerk@rochfordparishcouncil.gov.uk

Agenda

1. To receive apologies for absence.
2. To receive Declarations of Interest.
3. To approve the Minutes of the Meeting held **18th March 2026** as a true record of that meeting.
4. Events
 - a) Christmas 2026 - report from the office
 - b) Information Days 2026 – report from the office
 - c) Annual Parish Meeting – Thursday 28th May 2026
 - d) Roundabout Rochford – report from office
5. Town Team Assets
To receive a verbal report from the Clerk.
6. Planning Applications – none at time of the agenda being issued.



**MINUTES OF COMMUNITY
PROJECTS**
held on
Wednesday 18th March 2026
commencing at 7pm

Present: Cllr Arthur Williams (Chair), Cllr Denise Crosbie (Vice), Cllr Daniel Efde, Cllr James Edmunds, Cllr Leona Bryceland and Cllr Linda Thomas

In attendance Clerk – Emma Terris
Assistant to the Clerk - Laura Buckley-Hills
Cllr Osbourne – Ashingdon Parish Council
Cllr Hennessy – Ashingdon Parish Council

57/25 To receive apologies for absence.

57/25.1 Apologies received and accepted from Cllr Weir, Cllr Hubbard and Cllr Edwards.

58/25 To receive Declarations of Interest.

58/25.1 Declarations of interest were received by Cllr Edmunds – Freight House.

59/25 To approve the Minutes of the Meeting held 18th February 2026.

59/25.1 The minutes of the last meeting were signed as a true record of that meeting.

Cllr Williams asked if agenda No. 5 to be moved to agenda No 4. To allow Councillors from Ashingdon Parish Council could speak to us regarding their correspondence.

60/25 Correspondence from Ashingdon Parish Council.

60/25.1 Cllr Osbourne and Cllr Hennessy spoke about the correspondence regarding Bar n Bus. It was recommended by the Committee that a grant form should be submitted for Full Council to review.

61/25 Events

- a) Christmas 2026
i) Report from the Office was accepted and received by Councillors. It was unanimously agreed by all Councillors to accept the quotation from Essex Tree Services to install and remove the Parish Christmas tree. It was agreed to call the event “Christmas Light Switch on” to start the advertising. The Office to look at costs for new banners. It was proposed by Cllr Edmunds to have the big stage and snow machine in Rochford Square. Cllr Crosbie seconded the motion, 4 Councillors agreed, 2 Councillors abstained. It was unanimously agreed by all

Councillors to ask if Brocks Corner would be interested in working with us with Santa's Grotto and to confirm with the Tabor Family, they can have a vintage tractor in the square (which does not move) and a gazebo for their charity of choice.

ii) Festive lights report was accepted and received by Councillors. Cllr Edfe proposed to accept the quotation from Aylesford Electrical Limited, Cllr Williams seconded, 3 Councillors agreed, 1 Councillor against and 2 Councillors abstained.

- b) Information Days 2026
The report from the office was accepted and received by Councillors. Councillors requested the office to consider having an Information Day at the Day Centre in the 6 week holidays this year. The Office to find out if we could use the Day Centre and ask for available dates and to see if local youth groups would be interested in attending.
- c) Annual Parish Meeting – Thursday 28th May 2026
The Office to amend the poster/advertising with topics for the agenda and send to Councillors for confirmation before putting on the Parish socials.
- d) Roundabout Rochford – report from Office.
The report from the office was accepted and received by Councillors. The office to amend the Annual Parish Meeting poster and then unanimously agreed by Councillors to send to print.

62/25 Planning applications

None at the time of the agenda being issued.

There being no further business the meeting closed at 8pm

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	Community Projects
DATE OF MEETING:	15 th April 2026
SUBJECT:	Report from office
AUTHOR	Laura Buckley-Hills
CIRCULATION	All Members

Christmas 2026

The office has contacted Essex Tree Services and has advised them that we have accepted the quotation. They have added us to their diary and looking forward to working with us again this year.

Are the Council happy to have Hockley Garden Centre source and transport the Parish Christmas Tree?

The office has contacted Aylesford Electrical Limited and advised them that we have accepted their quotation to install and take down our Christmas lights and festoons – they are looking forward to working with us again this year.

The office has contacted Kim Parker with the Council's decision to have the big stage in the square, with snow machine and entertainment. Kim has booked the stage, lighting and sound. She is looking forward to working with us.

The office has spoken with Jodie Sharp, Manager at Brocks Corner. They are very excited to work with us regarding the Santa's grotto. They have offered us all the area at the back of cafe. They will allow us any access before the event to set everything up. They will allow us to use their electric for lights. They have requested the following:

- Some of their staff can assist with the grotto.
- 5/10 minutes to sing/dance on the stage during the event.

Are Councillors happy to move forward with working with Brocks Corner?

Are Councillors happy to ask Lee Clark to be Santa again this year? If yes, the office will ask for what donation he would like to his chosen charity and bring back to the next CP meeting.

Would Councillors like to invite Su Harrison on present again this year? Or invite someone else? Would a Councillor like to do it??

The Office has not started the festive lights permissions or the road closure as yet, but will update the council at the next CP meeting.

The office has not yet obtained quotes for the "possible" new signage for the Christmas

Event "Christmas Lights Switch on". This will be brought back to the next CP meeting.

The office has started advising our Event on FB, plus the Tractor Run 2026

The office has emailed the Tabor Family advising them that they can have a vintage tractor in the square and a gazebo beside it during our event. Also advised them that we have started advertising the Tractor Run and including The Rochford Hundred Vintage Tractor and Engine Club. - please see their reply:

CT [Redacted]
To: @ Laura Buckley-Hills
Cc: [Redacted]; Emma Terris
Tue 2026-03-24 7:11 PM

Hi Laura,

Thank you for the confirmation regarding the vintage tractor and the gazebo - and the poster looks good 😊

Wishing you a lovely Easter too.

Talk soon,

Claire

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	Community Projects
DATE OF MEETING:	15 th April 2026
SUBJECT:	Information Days
AUTHOR	Laura Buckley-Hills
CIRCULATION	All Members

We had our first Information Day Event in the WI Hall on Tuesday 24th March 2026.

Everyone attended – had good feedback from both the WI and the attendees. The next event at the end of the month is full – everyone is attending so far.

Please see the list of groups/people attending to date:

Tuesday 24 th March 2026 – FULL – 6 tables	Tuesday 28 th April 2026 – FULL – 6 tables
Hamelin J W Bates & Sons Dementia Group Trust Links Agewell East Futures in Mind	Bosom Pals J W Bates & Sons Essex Well Being Services/PCN Rochford Essex Fire Services Remap Futures in Mind
Tuesday 30 th June 2026 – 1 table free	Tuesday 29 th September 2026 – 1 table free
PCN Rochford J W Bates & Sons Essex Well Being Services Future in Mind TEC Officer – Essex County Council Parish Table	Rochford PCN J W Takes & Sons Essex Well Being Services Future in Mind Essex Fire Services TEC Officer – Essex County Council
Tuesday 3 rd November 2026 – 1 table free	
Bosom Pals J W Bates & Sons Essex Well Being Services PCN Rochford Trust Links Future in Mind	

The office has not contacted the Day Centre yet for a “summer holiday” event. This will be updated at the next CP meeting.

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	Community Projects
DATE OF MEETING:	15 th April 2026
SUBJECT:	Roundabout Rochford
AUTHOR	Laura Buckley-Hills
CIRCULATION	All Members

The office has had notification from Anne at Roundabout Rochford, that she is retiring from the magazine. The last publication being printed is April 2026. There will be no more Roundabout Rochford magazines.

Anne advised that another magazine will be starting up in June. She has forwarded our details to someone called Steve, who will be starting a new publication. The office has requested for more information, awaiting a reply.

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	Community Projects
DATE OF MEETING:	15 th April 2026
SUBJECT:	Annual Parish Meeting
AUTHOR	Laura Buckley-Hills
CIRCULATION	All Members

The office has made a poster – please make any changes and the office will amend and start advertising on our socials/website/notice boards as soon as possible.



Rochford Parish Council
Annual Parish
MEETING

Thursday 28th May 2026

@ 7.30pm

AT ROCHFORD WI HALL
19 West Street, Rochford SS4 1BE

Topics on the agenda

The Freight House
What do you want to see in Rochford?
Meet the new Parish Councillors
How can the Parish Council help you?

**All Rochford parishioners are welcome
to attend or join us online**

For more information please call the office; 01702 540722
Or email clerk@rochfordparishcouncil.gov.uk

Produced by Rochford Parish Council

Please also advise if Councillors require all Staff to attend this meeting. Also, if there is any paperwork or information the office is required to print/fact find.