



# Rochford Parish Council

Members of the General Purposes Committee are summoned to attend a meeting to be held at the Parish Rooms on **Wednesday, 15<sup>th</sup> March at 19.30 pm**

The Agenda is set out overleaf.

Other Councillors are welcome to attend this meeting if they wish to do so.

**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 it to be ready for the meeting.**

*Emma Ferris*

**Emma Ferris**  
Clerk to the Council

## **Membership for 2025/26:**

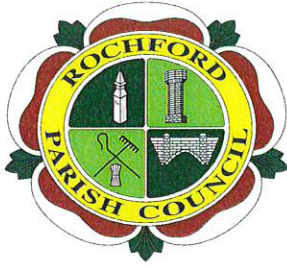
Councillors: Arthur Williams, Daniel Efde, Graham Whitehead, James Edmunds, Denise Crosbie, Linda Thomas, Myra Weir, Rodd Hubbard, Gunilla Edwards and Mark Hammond

## **Terms of Reference for General Purposes Committee:**

1. To work within delegated powers (Local Government Act 1972 Section 101) within the delegated budget to provide and manage the following Services:
2. Management of the Allotments
3. Management of Rochford Lawn Cemetery
4. Street Furniture
5. Doggetts Wildlife Area
6. Highways Matters
7. Town Clock
8. War Memorial
9. Management of Back Lane Public Toilets
10. To submit regular budgetary reports to the Finance Committee
11. To consider other initiatives which would benefit the Community of Rochford.
12. To recommend an annual budget to Full Council
13. To deal with any further matters which Full Council may delegate from time to time.
14. To consider any planning applications received where required

# Agenda

1. To receive apologies for absence.
2. To receive any Declaration of Interests
3. To approve the Minutes of the Meeting held on **Wednesday, 18<sup>th</sup> March 2026** as a true record of that meeting.
4. Allotments  
To receive a verbal report covering
  - a) Waiting Lists
  - b) Vacant Plots
  - c) 44b Enquiry
5. Rochford Lawn Cemetery
  - a) To receive a verbal update including  
Number of burials  
Maintenance of Cemetery
  - b) To receive feedback from training
  - c) To receive quotes for tree pruning
6. Doggetts Whild Life Area
  - a) To discuss the condition of the Wildlife Area
7. Planning Matters
  - a) To consider planning application
    - **26/00213/FUL** 15 Council Offices South Street Rochford Essex  
Erection of new brick boundary wall and fence at land to rear of nos.15 & 17 South Street
    - **26/00231/FUL** The Milestone Union Lane Rochford Essex SS4 1AP  
Proposed change of use from commercial public house with managers flat to 5 self-contained flats and alterations to 2 windows/door



**Minutes of the meeting of the General Purposes Committee  
Held on Wednesday, 18<sup>th</sup> March 2026  
at The Parish Rooms, Rochford at 8.00 pm**

**In Attendance:** James Faulkner

**Councillors:** Denise Crosbie  
James Edmunds  
Daniel Efde (Chair)  
Linda Thomas  
Graham Whitehead  
Arthur Williams

**Clerk:** Emma Terris

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- 53/25 To receive apologies for absence**  
53/25.1 Apologies received for Cllr Edwards, Hanser, Hubbard & Weir
- 54/25 To receive any Declarations of Interests**  
54/25.1 Cllr Efde & Cllr Williams declared an interest in Rochford District Council  
54/25.2 Cllr Thomas declared an interest in in the allotments as a tenant.
- 55/25 To approve the Minutes of the Meeting held on 18<sup>th</sup> February 2026 as a true record of the meeting.**  
55/25.1 The minutes of the last meeting were **agreed** as a true record of the meeting and signed by the Chair with one amendment.
- 56/25 Allotments**  
56/25.1 A verbal report of the waiting list and outstanding plots was received  
56/25.2 A verbal report on the instillation of the defibrillator was received.

- 57/25 Rochford Lawn Cemetery**
- 57/25.1 A written report was received on the number of burials and cremated ashes were received.
- 57/25.2 A verbal report on the maintenance of the cemetery was received.
- 57/25.3 It was **agreed** via unanimous vote that works could be done to the trees to reduce any risk to members of the public.
- 57/25.4 An expression to have an Exhumation was **agreed** that the council would only cover any costs the council has such as any administrative time and the time from the maintenance officer.
- 57/25.5 It was proposed for Cllr Hanser to produce a new sign if council covers the costs of materials. A vote was held and with 3 in favour and 3 abstaining the proposal was **agreed**.
- 58/25 VAS Sign**
- 58/25.1 A verbal update was given about the location of the sign. It was agreed to delegate the location of the sign placement to the clerk.
- 59/25 Defibrillators**
- 59/25.1 A verbal update was received about the access codes to the defibrillators to confirm we do have the correct codes, and they are live on The Circuit.
- 59/25.2 Notice about the Defibrillator at the parish rooms being sent back to America to be fixed and Zoll have sent us a loanee defibrillator whilst being fixed.
- 60/25 High Visibility Banded Clothing**
- 60/25.1 Examples of branded clothing had been seen previously by councillors, and they were satisfied with the quality of the items.
- 61/25 Probation Service in Southend**
- 61/25.1 An offer to receive services by the council from Southend Probation Service was received. After a discussion, it was proposed we work with the probation service. A vote was held and with 3 in favour and 3 against. The chair had the casting vote and the proposal was **agreed**.
- 62/25 Streetlights**
- 62/25.1 It was **agreed** to gain 3 more quotes if able and take them to finance.
- 63/25 Public Toilets**
- 39/25.1 A verbal update was given the blocked drain being repaired.

63/25.2 It was agreed to defer the decision to place disposable toilet seat covers and wall mounted bins until after RDC has renewed the lease.

**64/25 Doggetts Wildlife Area**

64/25.1 A discussion was held about the lockable gate. It recommended that some buoyancy aid being added near the water near the lockable gate. It was also preposed that the office investigates the costs for a self-closing gate. This was **agreed** with 5 in favour and 1 abstaining.

There being no further business, the meeting closed at 9.05 pm



<b>ROCHFORD PARISH COUNCIL</b>
<b>REPORT</b>

<b>COMMITTEE</b>	General Purposes
<b>DATE OF MEETING</b>	15 <sup>th</sup> April 2026
<b>SUBJECT</b>	Lawn Cemetery
<b>AUTHOR</b>	Clerk
<b>CIRCULATION</b>	All Councillors

**Burials**

There has been 0 Full Burials  
There has been 1 Cremated Ashes

**Signage**

Cllr Hanser has agreed to produce the sign marking the cremated ashes area that was agreed at the last meeting.

**Dog Walkers**

Mr Sach has noticed dog walkers in the cemetery throwing Frisbees and their dogs have been running over full burial graves. The last time he saw it happen was on the 9<sup>th</sup> April 2026.

**Training**

The clerk and both assistants completed cemetery training on the 9<sup>th</sup> April 2026.

**Emergency Tree Works**

Tree surgeons from Essex Tree Services Ltd and Arbescape Tree and Ground have inspected the two trees previously raised as a concern. Both companies assessed the trees as low risk but recommended cutting them back to reduce the weight overhanging the path, thereby mitigating any potential risk. Quotes for the recommended works have been provided by both companies and are attached.

A third company, NRG Landscaping, was contacted but was unable to visit the site. They have provided a quote via email for the removal of both trees, which is also attached.





## ESSEX TREE SERVICES LTD

The Parish Office  
The kings Head  
11 West Street  
Rochford  
SS4 1BE

Honeypots  
Gusted Hall Lane  
Hockley SS5 4JL  
Email: [essextreeservices@btinternet.com](mailto:essextreeservices@btinternet.com)

Tel No: 01702 207011

Date: 24.03.26

### QUOTATION

#### Site: Rochford Lawn Cemetery

Large leaning Filed Maple Tree – graveyard side

To pollard to approximately 5 meters in height

Ashes Side of Cemetery - Dead twin stemmed Ash Tree

Section fell to ground level

2<sup>nd</sup> Twin Stemmed Ash Tree

Remove dead side of tree

Clear away all logs foliage etc & leave site clean & tidy

For the cost of £850.00 plus 20% VAT

All Aspects of works are to be carried out to BS3998 where possible

VAT 761 1091 56  
Company Reg: 03592617  
UTR No: 96104 19983





## Arbscape Tree And Ground

rupertlyon.arbscape@gmail.com  
07368289190

# Tree work

Quote N QU0131  
Quote date. 27/Mar/2026  
Title

### Billing address

Rochford Parish Council  
11 West Street Rochford

Item	Description	Rate	Qty	Amount
Tree reduction	Reduce 2 trees discussed in walk around visit back hard to reduce weight and stress on tree stem	650.00	1	£650.00

### Arisings

All arisings will be removed

**Total £650.00**

27/Mar/2026

Rupert Lyon

Date



James Faulkner

Evening James,

It goes without saying that NRG Landscaping Services Limited would be very interested in works at Rochford Lawn Cemetery, Rochford Allotment site and Doggetts wildlife area and would be happy to assist in the survey works in collaboration with yourselves.

For your information we produce a scope of works document on all our projects prior to the production of a tender ((example attached which was submitted as requested by Design Cabin (James Edmunds)). This ensures that all interested parties are very clear on the works which avoids the need for variations as all our quotations are fixed for 30 days excluding any client changes

With regards to the 2 trees at Rochford Parish Cemetery and in advance of the committee meeting tomorrow our budget cost for these works would be £630.00

I'm committed up to 16th April 2026 but would be happy to meet at your convenience thereafter

Nick Green  
Managing Director  
NRG Group Services Limited  
07359793459  
[www.nrglandscaping.com](http://www.nrglandscaping.com)



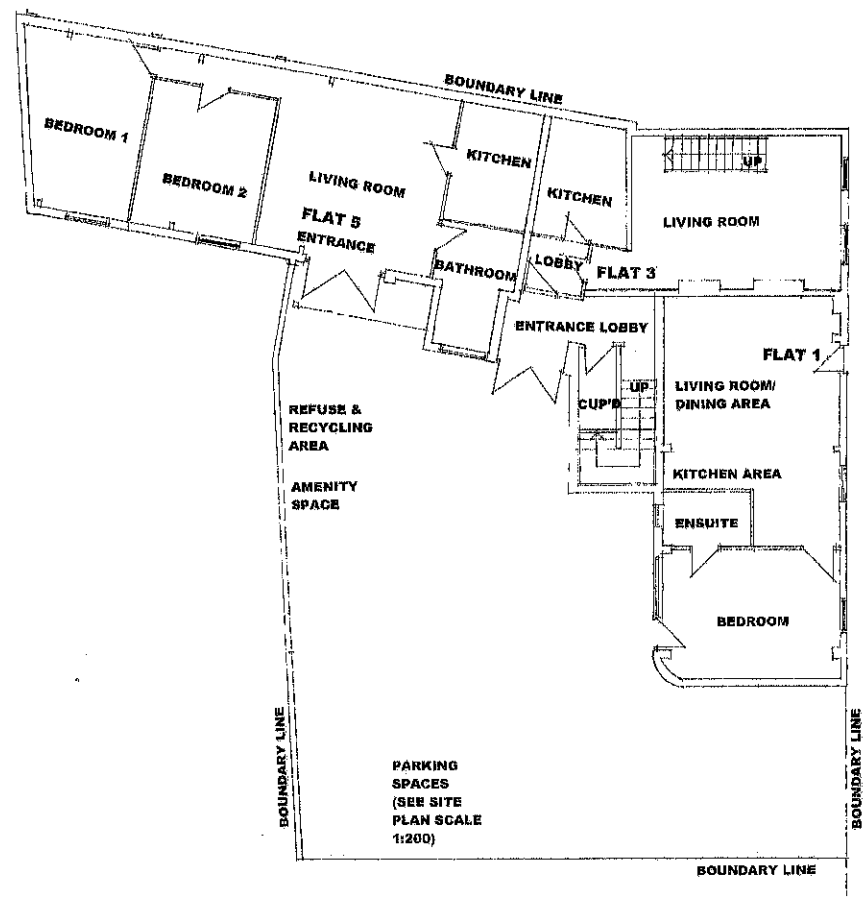
**LIST OF PLANNING APPLICATIONS RECEIVED**  
As of 10<sup>th</sup> April 2026 Delegated.

<b>Ref.</b>	<b>Location</b>	<b>Application Details</b>	<b>Determination Date</b>	<b>Clerks Comments</b>	<b>Members Comments</b>
26/00213/FUL	15 Council Offices South Street Rochford Essex	Erection of new brick boundary wall and fence at land to rear of nos.15 & 17 South Street	12/05/2026		
26/00231/FUL	The Milestone Union Lane Rochford Essex SS4 1AP	Proposed change of use from commercial public house with managers flat to 5 self-contained flats and alterations to 2 windows/door	25/05/2026		

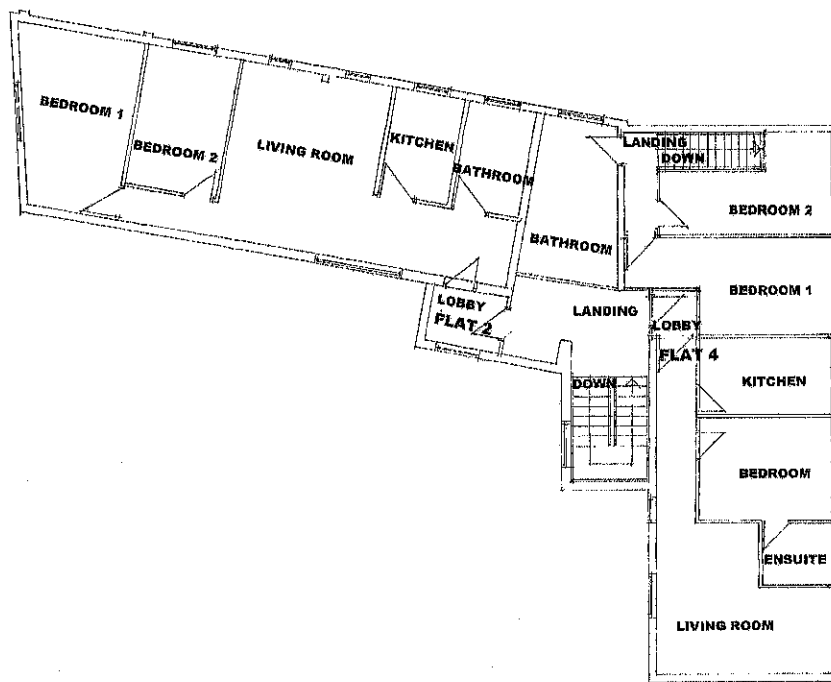








PROPOSED GROUND FLOOR



PROPOSED FIRST FLOOR

REVISION B - AMENDMENTS  
 REVISION A - CLIENT'S REVISION TO LAYOUTS  
 DRAWING NUMBER 3

PROPOSED 5NO FLATS AND INTERNAL  
 ALTERATIONS AT THE MILESTONE UNION LANE  
 ROCHFORD ESSEX SS4 1AP

SCALE: 1:100 @ A1 SIZE

LEIGH PLANNING SERVICES LIMITED

ALL DIMENSIONS TO BE CHECKED AND ANY  
 DISCREPANCIES TO BE REPORTED TO LEIGH  
 PLANNING SERVICES LTD



