

**ROCHFORD TOWN COUNCIL
COUNCILLOR CO-OPTION
APPLICATION FORM**

Please complete the form clearly in black ink using capital letters and keep within the boxes. Continue on another sheet of paper if necessary

Name:	Michael (Mike) John Steptoe
Address including postcode:	[REDACTED]
Telephone number	[REDACTED]
Email	[REDACTED]
I am a member of a political party - Yes	
Please explain why you wish to become a councillor. (Use a continuation sheet if necessary.) wish to become a councillor because I believe in making a positive difference to the lives of local people and ensuring that the voices of residents are heard when decisions are made. Public service has been a significant part of my life, and I remain committed to working for the benefit of the community. My motivation has always been to represent residents fairly, honestly and with integrity. Throughout my years in local government, I have found it immensely rewarding to help individuals resolve problems, improve local services and support projects that leave a lasting legacy for future generations. Whether dealing with highways issues, planning applications, environmental concerns or community facilities, I have always been approachable and willing to listen. I am particularly passionate about protecting our environment, preserving open spaces, supporting sustainable development and ensuring that local infrastructure keeps pace with growth. I believe that good planning, sound financial management and strong governance are essential to maintaining thriving communities. My experience as a Parish, District and County Councillor, together with running my own business for over 35 years, has given me the skills, knowledge and judgement needed to make informed decisions on behalf of residents. I understand the importance of working collaboratively, respecting differing views and reaching balanced decisions based on evidence and the long-term interests of the community. I also believe councillors should be visible, accessible and accountable. I have always made it a priority to engage with residents, community groups and local organisations, responding to concerns and helping to find practical solutions. My continued involvement in voluntary organisations, including chairing community groups and working to secure the future of St Mary's Church in Little Wakering, reflects my commitment to serving the community beyond the council chamber. Although I have previously held senior leadership roles in local government, my enthusiasm for public service remains as strong as ever. I want to continue using my experience to contribute positively, support local communities and help shape decisions that will benefit both current and future generations.	

Skills and Experience

I bring over 35 years of business leadership combined with almost three decades of local government and community leadership. Throughout my career I have demonstrated strong strategic decision-making, financial management, governance, planning, project delivery and people management skills.

Business Experience**Business Owner (35 Years)**

Successfully owned and managed my own business for over three decades, with responsibility for all aspects of its operation, including:

- Human Resources and staff management
- Health and Safety compliance
- Financial planning and budgeting
- Business development
- Customer service
- Strategic planning and problem solving

This experience has given me a thorough understanding of leadership, accountability, financial responsibility and delivering results.

Local Government Experience**Barling Magna Parish Council (1997 – Present)****Parish Councillor (29 years)**

- Served as Chairman on numerous occasions.
- Led and supported a wide range of community projects.
- Worked closely with residents, local authorities and partner organisations.
- Extensive experience in local governance, policy development and community engagement.

Rochford District Council (2008 – 2026)**District Councillor**

Held several senior leadership positions including:

- Leader of the Council
- Chairman of the Council
- Vice Chairman of the Planning Committee
- Portfolio Holder for Environment, Business and others
- Member of numerous committees including Planning, Standards, Scrutiny and Governance.

Key achievements include:

- Successfully completing the introduction of the three-bin waste and recycling collection system across Rochford District.
- Playing a significant role in planning policy and development management.
- Completing extensive councillor training over an 18-year period covering planning, governance, standards, finance and decision-making.
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Essex County Council (2017 – 2026)**County Councillor**

Held several senior committee and leadership roles including:

- Vice Chairman of the Corporate Scrutiny Committee
- Vice Chairman of the Health Overview Scrutiny Committee
- Vice Chairman of the Planning Committee
- Vice Chairman of the Local Highways Panel
- Member of the RFCCA/Environment Agency Committee
- Held several Deputy Portfolio responsibilities including Highways, Education and HR and others.

These roles required strategic thinking, partnership working, policy development, scrutiny of major public services and effective decision-making on behalf of residents across Essex.

Community Leadership

Chairman – Southend Carnival

Served as Chairman for ten years, leading one of the area's largest community events by:

- Managing committees and volunteers
- Working with local authorities, emergency services and sponsors
- Overseeing event planning, budgeting and governance
- Ensuring successful delivery of annual public events.

Chairman – St Mary's the Virgin Little Wakering CIC

Leading the Community Interest Company working in partnership with the Church of England Diocese to secure St Mary's Church for the benefit of the residents of Little Wakering and future generations.

Chairman – Barling Magna Village Hall Committee

Providing strategic leadership for the management and future development of the village hall, ensuring it continues to serve as a valuable community facility.

Key Skills

- Strategic Leadership
- Governance and Corporate Responsibility
- Planning and Development
- Financial Management and Budgeting
- Human Resources
- Health and Safety
- Public Speaking
- Committee Leadership
- Community Engagement
- Partnership Working
- Policy Development
- Scrutiny and Performance Management
- Project Delivery
- Decision Making
- Negotiation and Stakeholder Management
- Problem Solving
- Team Leadership
- Communication and Relationship Building

My extensive experience in business, local government and community organisations has provided me with the leadership, governance, financial management and strategic planning skills required to make informed decisions, work collaboratively with partners and deliver positive outcomes for the communities I serve.

Please describe your interests in community matters such as the environment, young people, open spaces, Volunteering, Planning etc

Throughout my public service and community involvement, I have always been passionate about improving the quality of life for local residents and protecting the character of the communities I serve.

Planning has been one of my strongest interests throughout my time as a District and County Councillor. Having served as Vice Chairman of both District and County Planning Committees, I understand the importance of balancing the need for sustainable development with protecting our countryside, open spaces and the environment. I have always supported responsible planning that delivers the right development in the right places while safeguarding the Green Belt and local heritage for future generations.

Protecting the environment has been a priority throughout my career. As Portfolio Holder for Environment at Rochford District Council, I successfully led the introduction of the district's three-bin waste and recycling collection system, improving recycling services for residents. I have also worked on initiatives to improve biodiversity, maintain public spaces, enhance highways, and tackle issues such as fly tipping and littering.

Supporting young people is equally important to me. Through my work with Barling Magna Parish Council, I have helped secure funding for children's play areas, outdoor fitness equipment and other recreational facilities, creating safe and welcoming spaces for families. I believe that investing in young people through quality facilities and opportunities strengthens communities for the future.

I have always been a strong advocate for protecting and improving open spaces. Whether working to improve parks, village greens, public rights of way or recreational facilities, I recognise the important role these spaces play in promoting health, wellbeing and community life.

Volunteering has been a central part of my life for many years. I have served as Chairman of Southend Carnival, Chairman of Barling Magna Village Hall Committee and currently Chair St Mary's the Virgin Little Wakering Community Interest Company, where I am working with the Church of England Diocese to secure the future of the church as a valued community asset. These roles have enabled me to work alongside dedicated volunteers, community organisations and local authorities to deliver lasting benefits for residents.

Above all, I believe successful communities are built through partnership, listening to residents, encouraging volunteering and making decisions that balance the needs of today with the interests of future generations. I remain committed to using my experience, knowledge and enthusiasm to help strengthen and protect the communities I care deeply about.

Cont'd overleaf:

QUALIFICATIONS* FOR ELECTION AND HOLDING OFFICE AS A COUNCILLOR

You have to be:

- i. a British subject or a citizen of the Commonwealth or the European Union; and
- ii. on the "relevant date" (i.e. the day on which you apply or if there is a poll the day of the election) 18 years of age or over; and additionally:
- iii. on the "relevant day" a local government elector for the council area for which you want to stand; or
- iv. have during the whole of the 12 months preceding that day occupied as owner or tenant any land or other premises in the council area; or
- v. have during that same period had your principal or only place of work in the council area; or
- vi. during that 12-month period resided in the Rochford Parish Council area or if you have lived in the council area or within 3 miles of it for the whole of the 12 months preceding the "relevant day".

(Please note for the purpose of this co-option the "relevant date" or date of election is the date when this application form is signed)

You cannot apply for co-option if you:

- i. are subject of a bankruptcy restriction order or interim order.
- ii. have, within five years before the day of the election, been convicted in the United Kingdom of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine.
- iii. work for the council you want to become a councillor for (but you can work for other local authorities, including the principal authorities that represent the same area).

Formal declaration of eligibility to hold office as a councillor

I have read and understood the above terms and condition and sign below to confirm that I am eligible to be considered for the position of a councillor with Rochford Parish Council.

Signed



Print full name Michael John Steptoe

Date 13th July 2026

**Relevant legislation:*

Section 79(1) of the Local Government Act 1972 (the 1972 Act) as amended by section 18 of the Electoral Administration Act 2006, which came into force on 7th January 2007

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	Full Council
DATE OF MEETING	29 th July 2026
SUBJECT	Agenda Item 10 – Strategic and Action Plan
AUTHOR	Emma Terris
CIRCULATION	Full Council

The purpose of this report is to seek Members agreement to hold a Councillor Strategy Session to identify the Council's priorities and objectives for the coming years and to inform the development of a Strategic Action Plan.

Background

The Council has a wide range of statutory responsibilities and non-statutory responsibilities. As the Council has recently transitioned to Rochford Town Council, it is an appropriate time to consider the Council's long-term vision and priorities for Rochford and the community.

A Strategic and Action Plan will provide a clear direction for the Council by identifying what it wishes to achieve during the current Council term and will set out the actions required to deliver those objectives.

Benefits of a Strategic and Action Plan

A Strategic and Action Plan will:

- Establish a shared vision and priorities for the Council
- Provide a framework for future decision-making and budget setting
- Help prioritise and allocate resources effectively
- Support transparency and accountability by setting measurable objectives
- Assist the Clerk in planning staff workload and the delivery of the Council's objectives.
- Provide residents and stakeholders a clear understanding of the Council's ambitions
- Support funding applications by demonstrating that projects form part of an agreed strategic programme.

Proposed Strategy Session

All councillors and officers to be invited to attend an informal strategy session to discuss:

- The Council's vision and aspirations for Rochford
- Priorities for the remainder of the current Council term
- Current and future projects
- Community needs and opportunities
- Financial implications and resource requirements
- Key actions and timescales

The outcomes of the session will be used by the Clerk to prepare a draft Strategic and Action Plan for consideration and approval by Full Council.

Recommendation

Members are recommended to:

1. To agree to hold a Councillor Strategy Session to identify the Council's priorities, objectives and future projects
2. Provide input into the development of the Council's Strategic and Action Plan.
3. Request that the Clerk prepares a draft Strategic and Action Plan for consideration by Full Council following the strategy session

Rochford Parish Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		320,077.22
	ADD Receipts 01/04/2026 - 30/06/2026		380,298.83
	SUBTRACT Payments 01/04/2026 - 30/06/2026		700,376.05
	Cash in Hand 30/06/2026 (per Cash Book)		71,873.28
B			628,502.77
	Cash in hand per Bank Statements		
	CCLA 30/06/2026	185,289.99	
	Metro Bank Imprest Account 30/06/2026	970.01	
	Metro Bank Instant Access Account 30/06/2026	47,938.64	
	Metro Bank Current Account 30/04/2026	0.00	
	Unity Bank Savings Account 30/06/2026	287,193.10	
	Unity Bank Current Account 30/06/2026	107,111.03	
			628,502.77
	Less unrepresented payments		
B			628,502.77
	Plus unrepresented receipts		
	Adjusted Bank Balance		628,502.77
	A = B Checks out OK		

Rochford Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

22 July 2026 (2026-2027)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	Income-Allotments	6,500.00	251.81	-6,248.19				-6,248.19 (-96%)
4063	Utilities				2,500.00		2,500.00	2,500.00 (100%)
4071	Supplies/Equipment				250.00		250.00	250.00 (100%)
4400	Grant				2,400.00		2,400.00	2,400.00 (100%)
5660	Maintenance					249.73	-249.73	-249.73 (N/A)
SUB TOTAL		6,500.00	251.81	-6,248.19	5,150.00	249.73	4,900.27	-1,347.92 (-11%)

Community Events (CP)

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1041	Income Events							(N/A)
1042	Income - Grants							(N/A)
1043	Income - Donations							(N/A)
4024	Grants				3,000.00		3,000.00	3,000.00 (100%)
4204	Events General				4,000.00	271.96	3,728.04	3,728.04 (93%)
5655	Events - Christmas				33,000.00		33,000.00	33,000.00 (100%)
SUB TOTAL					40,000.00	271.96	39,728.04	39,728.04 (99%)

Councillor Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4027	Chain of Office				250.00		250.00	250.00 (100%)
4050	Election Expenses				1,500.00		1,500.00	1,500.00 (100%)
4055	Training Councillors				2,000.00		2,000.00	2,000.00 (100%)
4056	Travel Expenses				150.00		150.00	150.00 (100%)
4111	Chairman's Allowance				3,000.00	425.04	2,574.96	2,574.96 (85%)
4115	Chairman's Fund				2,000.00		2,000.00	2,000.00 (100%)
4116	Councillors Allowances				10,000.00	782.20	9,217.80	9,217.80 (92%)
SUB TOTAL					18,900.00	1,207.24	17,692.76	17,692.76 (93%)

Doggets Wildlife Area

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1040	Income - Doggetts	1,500.00	1,500.00					(0%)
4101	Maintenance				2,500.00	13.74	2,486.26	2,486.26 (99%)
4105	Waste				3,000.00	797.50	2,202.50	2,202.50 (73%)
SUB TOTAL		1,500.00	1,500.00		5,500.00	811.24	4,688.76	4,688.76 (66%)

Rochford Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

22 July 2026 (2026-2027)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
321	Doggetts Wildlife Area							(N/A)
322	Bac Lane Toilets							(N/A)
323	Rochford Lawn Cemetery							(N/A)
326	UKSPF							(N/A)
331	Vehicle Reserve							(N/A)
333	CCTV Reserve							(N/A)
335	Events Reserve							(N/A)
340	Allotments Reserve							(N/A)
350	High Street Fund							(N/A)
5656	Town Team Assets							(N/A)
SUB TOTAL								(N/A)

General Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1176	Precept	364,149.00	364,149.00					(0%)
1190	Interest Received	10,000.00	2,682.87	-7,317.13				-7,317.13 (-73%)
4016	Office Equipment				2,000.00	523.71	1,476.29	1,476.29 (73%)
4020	Office Supplies/Stationery				3,000.00	372.54	2,627.46	2,627.46 (87%)
4035	Internal Audit Fees				800.00	400.00	400.00	400.00 (50%)
4036	External Audit Fees				1,000.00		1,000.00	1,000.00 (100%)
4038	Legal Fees/Professional Fees				2,000.00		2,000.00	2,000.00 (100%)
4039	Bank Charges		15.85	15.85	500.00	63.47	436.53	452.38 (90%)
4110	Vehicle				1,500.00	189.92	1,310.08	1,310.08 (87%)
4407	Insurance				7,500.00		7,500.00	7,500.00 (100%)
4408	Website				1,000.00	340.00	660.00	660.00 (66%)
4409	Subscriptions				10,000.00	3,802.79	6,197.21	6,197.21 (61%)
4410	S137 Expenditure				250.00		250.00	250.00 (100%)
4413	IT Charges				7,000.00	4,336.02	2,663.98	2,663.98 (38%)
5652	Publications/Advertising				1,200.00		1,200.00	1,200.00 (100%)
5654	Broadband/Telephone/Mobile				2,000.00	297.20	1,702.80	1,702.80 (85%)
5657	VAT Refund							(N/A)
5658	Defib Maintenance					205.00	-205.00	-205.00 (N/A)
5659	Parish Maintenance					148.37	-148.37	-148.37 (N/A)
SUB TOTAL		374,149.00	366,847.72	-7,301.28	39,750.00	10,679.02	29,070.98	21,769.70 (5%)

Kings Head

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4019	Business Rate				3,366.38	837.38	2,529.00	2,529.00 (75%)
4064	Utilities				1,500.00	934.04	565.96	565.96 (37%)
4102	Rent Kings Head				15,000.00	3,750.00	11,250.00	11,250.00 (75%)
4412	Maintenance Internal				4,000.00	665.62	3,334.38	3,334.38 (83%)

Rochford Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

22 July 2026 (2026-2027)

SUB TOTAL				23,866.38	6,187.04	17,679.34	17,679.34 (74%)
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Parish Rooms

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1005	Income-Parish Hall	13,500.00	4,371.24	-9,128.76				-9,128.76 (-67%)
4029	Business Rate				2,619.75	657.75	1,962.00	1,962.00 (74%)
4043	Utilities				3,500.00	824.96	2,675.04	2,675.04 (76%)
4107	Waste				1,500.00	183.76	1,316.24	1,316.24 (87%)
4405	Maintenance				10,000.00	1,571.49	8,428.51	8,428.51 (84%)
SUB TOTAL		13,500.00	4,371.24	-9,128.76	17,619.75	3,237.96	14,381.79	5,253.03 (16%)

Rochford Lawn Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1020	Income-Burials	9,000.00	1,314.86	-7,685.14				-7,685.14 (-85%)
4011	Business Rate				1,436.50	356.50	1,080.00	1,080.00 (75%)
4013	Burial Charges		927.67	927.67	6,000.00		6,000.00	6,927.67 (115%)
4106	Waste				1,250.00	120.58	1,129.42	1,129.42 (90%)
4401	Maintenance				15,000.00	4,293.84	10,706.16	10,706.16 (71%)
5651	Utilities				1,600.00	80.36	1,519.64	1,519.64 (94%)
SUB TOTAL		9,000.00	2,242.53	-6,757.47	25,286.50	4,851.28	20,435.22	13,677.75 (39%)

St Marks Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1109	Income St Marks							(N/A)
4044	Utilities				1,500.00	540.67	959.33	959.33 (63%)
4083	Business Rate				2,508.80	627.80	1,881.00	1,881.00 (74%)
4308	Waste Collection				800.00	193.22	606.78	606.78 (75%)
4406	Maintenance				5,000.00	180.00	4,820.00	4,820.00 (96%)
SUB TOTAL					9,808.80	1,541.69	8,267.11	8,267.11 (84%)

Staffing

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000	Salaries				130,000.00	30,803.66	99,196.34	99,196.34 (76%)
4001	Recruitment				1,000.00		1,000.00	1,000.00 (100%)
4008	HMRC				30,000.00	5,640.85	24,359.15	24,359.15 (81%)
4009	Pension Provision				12,000.00	2,771.15	9,228.85	9,228.85 (76%)
4047	Travel Expenses				300.00	211.28	88.72	88.72 (29%)
4051	Training Staff		344.00	344.00	3,000.00	1,547.00	1,453.00	1,797.00 (59%)
4061	Optician expenses				500.00		500.00	500.00 (100%)

Rochford Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

22 July 2026 (2026-2027)

SUB TOTAL	344.00	344.00	176,800.00	40,973.94	135,826.06	136,170.06 (77%)
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Street Furniture (GP)

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1070	Income-Grants							(N/A)
4012	Utilities				8,500.00	1,384.12	7,115.88	7,115.88 (83%)
4014	Street Signs							(N/A)
4100	Maintenance				7,000.00	432.54	6,567.46	6,567.46 (93%)
SUB TOTAL					15,500.00	1,816.66	13,683.34	13,683.34 (88%)

Toilets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4040	Utilities				2,000.00	679.35	1,320.65	1,320.65 (66%)
4068	Supplies				1,000.00	50.00	950.00	950.00 (95%)
4402	Maintenance				2,000.00	3,045.04	-1,045.04	-1,045.04 (-52%)
SUB TOTAL					5,000.00	3,774.39	1,225.61	1,225.61 (24%)

Summary

NET TOTAL	404,649.00	375,557.30	-29,091.70	383,181.43	75,602.15	307,579.28	278,487.58
V.A.T.		4,841.53			4,243.60		
GROSS TOTAL		380,398.83			79,845.75		

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	Full Council
DATE OF MEETING	29 th July 2026
SUBJECT	St Mark's Hall – Fire Risk Assessment Remedial Works
AUTHOR	Emma Terris
CIRCULATION	Full Council

The purpose of this report is to consider the quotations received for the remedial works identified in the Fire Risk Assessment for St Mark's Hall and to determine the contractors to undertake the works.

Background

The Fire Risk Assessment identified a number of high and medium priority actions requiring attention to ensure the building complies with current fire safety requirements. These include improvements to means of escape, replacement doors, accessibility, fire compartmentation and specialist fire safety systems.

Three contractors were invited to submit quotations and the following quotes were received.

1. Contractor A

Contractor A provided a quotation for general building works required, including:

- Replacement kitchen fire door
- Replacement main entrance doors
- Constructions of an accessible escape and ramp to the rear of the building
- Fire-rated enclosure around the consumer unit
- Repairs to the illuminated fire exit sign
- Minor roof repairs

Total Cost: £7,375.00 plus VAT

2. Contractor B

Contractor B have provided quotations for the specialist fire safety works, including:

- Fire-rated serving hatch shutter
- Magnetic locking systems to the two emergency gates
- Electricity Installation Condition Report (EICR)

Total Cost: £6,544.50 plus VAT

3. Contractor C

Contractor C submitted a comprehensive quotation covering most of the recommendations contained within the Fire Risk Assessment, including testing, emergency lighting, signage, fire documentation and management items.

Total Cost: £18,251.00 plus VAT

Assessment of Quotes

The quotations are not directly comparable as they cover different elements of the required works.

Contractor A specialise in general building works and have submitted a competitive quote for the physical alterations required to the building.

Contractor B specialise in fire safety systems and have provided quotations for the specialist installations identified within the Fire Risk Assessment.

Although the quotation submitted by Contractor C is the most comprehensive, it is approximately £4,331.50 higher than the combined cost of appointing Contractor A and Contractor B. In addition, the quotation includes several ongoing management and maintenance items, such as PAT testing, fire extinguisher maintenance, logbooks and emergency planning. Subject to the terms of any proposed lease, responsibility for these routine management functions is expected to rest within the building operator rather than the Council.

The Clerk therefore considers that appointing Contractor A for the building works and Contractor B for the specialist fire safety works provides the best overall value for money whilst ensuring each element of the project is undertaken by contractors with the appropriate expertise.

Financial Implications

Contractor	Cost (excl VAT)
Contractor A	£ 7,375.00
Contractor B	£ 6,544.50
Total Recommended Cost	£13,919.50

This represents a saving of £4,331.50 compared with the quotation submitted by Contractor C.

Recommendations:

Members are recommended to:

1. Note the three quotations received.
2. Appoint Contractor A undertake the general building works at a cost of £7,375.00 plus VAT.
3. Appoint Contractor B to undertake the specialist fire safety works at a cost of £6,544.40 plus VAT
4. Authorise the Clerk to arrange the works and liaise with both contractors to ensure the project is completed in accordance with the Fire Risk Assessment.

Emma Goodings
Director of Place
Brentwood Borough Council &
Rochford District Council

Rochford Parish Council
Parish Council Rooms
West Street
Rochford
Essex SS4 1AS

Ask for: Mr Thomas Byford
Direct Dial: 01702 963316
Email: planning.applications@rochford.gov.uk
My Ref: 26/00506/ADV
Your Ref:

16th July 2026

Application No: **26/00506/ADV**
Applicant: **Umdasch Storemakers Limited**
Site Location: **Car Dealership D2 Rochford Business Park Cherry Orchard Way
Rochford**
Proposal: **Install 2 No. internally illuminated fascia signs**
Dear Sir/Madam

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (General Development Procedure) Order 1995 (as amended)
Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
Town & Country Planning (Control of Advertisements) Regulations 1992

Parish/Town Council Planning Consultation

I have received plans(s) and application form in respect of the proposal detailed above for your consideration. These can be viewed using the following link:- [Rochford Development Control](#) .

I should be grateful if you would forward any observations that you may have to make within 21 days of the date of this letter .

If there is no response to this consultation letter within 21 days, it will be assumed that you have no comments to make on the proposal.

Yours faithfully,



Ms Emma Goodings
MA Hons (cantab) MA MRTPI

Post and parcel deliveries **ONLY**: Rochford District Council, Civic Suite , 2
Hockley Road, Rayleigh, Essex, SS6 8EB. **IN PERSON AT RECEPTION**:
Rochford Library, 8 Roche Close, Rochford, Essex, SS4 1PX. Phone:
01702 546366 Website: www.rochford.gov.uk



Emma Goodings
Director of Place
Brentwood Borough Council &
Rochford District Council

Rochford Parish Council
Parish Council Rooms
West Street
Rochford
Essex SS4 1AS

Ask for: Mr Thomas Byford
Direct Dial: 01702 963316
Email: planning.applications@rochford.gov.uk
My Ref: 26/00499/FUL
Your Ref:

10th July 2026

Application No: **26/00499/FUL**
Applicant: **Mr & Mrs D & A Heim**
Site Location: **111 Rochford Garden Way Rochford Essex SS4 1QJ**
Proposal: **Proposed single storey front and side extensions**
Dear Sir/Madam

Town & Country Planning Act 1990 (as amended)
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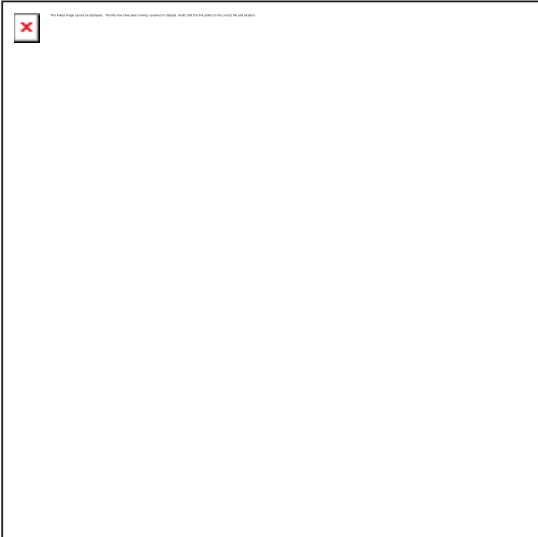
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Yours faithfully,

A handwritten signature in blue ink, appearing to read "Emma Goodings", is positioned above the printed name.

Ms Emma Goodings
MA Hons (cantab) MA MRTPI



Emma Goodings
Director of Place
Brentwood Borough Council &
Rochford District Council

Rochford Parish Council
Parish Council Rooms
West Street
Rochford
Essex SS4 1AS

Ask for: Mr Richard Kilbourne
Direct Dial: 01702 546366
Email: planning.applications@rochford.gov.uk
My Ref: 26/00437/FUL
Your Ref:

10th July 2026

Application No: **26/00437/FUL**
Applicant: **Mrs Y Akinleye**
Site Location: **46 The Drive Rochford Essex SS4 1QE**
Proposal: **Erect a single storey rear extension to home office to create a ground floor studio flat.**

Dear Sir/Madam

Town & Country Planning Act 1990 (as amended)
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Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
Town & Country Planning (Control of Advertisements) Regulations 1992

Parish/Town Council Planning Consultation

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Ms Emma Goodings
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