



Rochford Town Council

Members of the General Purposes Committee are summoned to attend a meeting to be held at the Parish Rooms on **Wednesday, 9th September 2026 at 7.30 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 Terris

Emma Terris
Clerk to the Council

Membership for 2026/27:

Councillors Arthur Williams, Rodd Hubbard, Gunella Edwards, Derek Brown, Graham Whitehead, James Edmunds, Denise Crosbie, Linda Thomas and Errol Huston-Bailey

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, 10th June 2026** as a true record of that meeting.
4. **Co-Option onto General Purposes Committee**
 - a) To Co-opt Cllr Mike Steptoe onto the General Purposes Committee.
 - b) To Co-opt Cllr Laureen Shaw onto the General Purposes Committee.
5. **Doggetts Wildlife Area**
 - a) To meet Mr Barber, who holds the fishing licence.
 - b) To receive a report on the Fish Mortality Incident.
 - c) Request for Accessible Parking Area, Access Route Improvements and Accessible Angling Facility
 - d) Insurance review of Doggetts Wildlife Area
 - e) To receive findings from Doggetts Wildlife Area – Management, Compliance and Governance review and to discuss the implementation of governance documents.
 - f) To discuss reinstating the Doggetts Wildlife Area Joint Management Group.
 - g) To receive updates for new information boards.
 - h) To receive three quotes for lifebuoys.
6. **Allotments**
 - a) To receive a written report covering
 1. Waiting Lists
 2. Vacant Plots
 3. Maintenance of allotment site
 - b) To receive quotes to install a 2m Palisade Security Fence and any further ideas on relation to the chair of RALGA's complaint
 - c) To discuss the findings of the plot deposit scheme findings
 - d) To discussing adding a rule for secondaries on plots.
 - e) To receive an update on the RALGA Summer Show request.
 - f) To agree if any amendments need to be made to the tenancy agreement
 - g) To discuss if any amendments need to be made to the terms and conditions
7. **Rochford Lawn Cemetery**
 - a) To receive a verbal update including
 1. Number of burials
 2. Maintenance of Cemetery
 3. Complaints
 - b) To ask for permission to use Paradiso Granite for a requested

headstone for Ivor Henry Jones.

8. Back Lane Public Toilets

- a) To receive an verbal update on Back Lane Toilets Compliance with Equality Act Guidance
- b) To receive a verbal update on the broken toilet window.

9. Bus Stop

- a) To receive a verbal update on maintenance to the Southend Road Bus Stop.
- b) To discuss if the High Street Fund from Rochford District Council is an appropriate fund to use for replacement bus stops.

10. Signage

- a) To receive a verbal update on the VAS Sign.
- b) To receive a verbal update on maintenance to Parish Boundary Sign.

11. Noticeboards

- a) To receive a verbal update including
 - 4. Number of burials
 - 5. Maintenance of Cemetery
 - 6. Complaints
- b) To ask for permission to use Paradiso Granite for a requested headstone for Ivor Henry Jones.

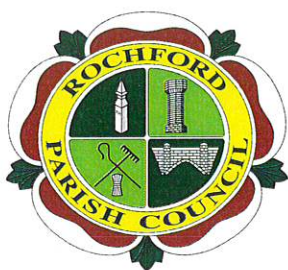
Exclusion of the Press and Public

To consider the following resolution:

'That under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information'

12. Doggetts Wildlife Area

- a) To receive a detailed review of roles and responsibilities and to decide any action to be taken around the fishing license.



**Minutes of the meeting of the General Purposes Committee
Held on Wednesday, 11th June 2026
at The Parish Rooms, Rochford at 7.30 pm**

In Attendance: James Faulkner

Councillors: Derek Brown (Chair)
James Edmunds
Gunilla Edwards
Linda Thomas
Graham Whitehead
Arthur Williams

Clerk: Emma Terris

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- 01/26 To elect a Chair**
01/26.1 Cllr Brown proposed himself as Chair. This was seconded by Cllr Whitehead. A vote was held and all were in favour.
- 02/26 To elect a Vice-Chair**
02/26.1 Cllr Whitehead was proposed by Cllr Williams and seconded by Cllr Edmunds. A vote was held and all were in favour.
- 03/26 To receive apologies for absence**
03/26.1 Apologies were received for Cllrs Crosbie and Hubbard.
03/26.1 Cllr Houston-Bailey was absent.
- 04/26 To receive any Declarations of Interest**
04/26.1 Cllr Williams declared an interest in Rochford District Council
04/26.2 Cllr Thomas declared an interest in the allotments as a tenant.
- 05/26 To approve the Minutes of the Meeting held on 15th April 2026 as a true record of the meeting.**

05/26.1 The minutes of the last meeting were agreed as a true record of the meeting and signed by the Chair.

06/26 Allotments

06/26.1 A verbal report of the waiting list and vacant plots and maintenance was received.

06/26.2 Security concerns were discussed following break-ins to sheds and another local allotment site being broken into. It was proposed by Cllr Edmunds that a site visit would take place so councillors can inspect the gates and view any security concerns whilst the office looks at how other sites manage their security. This was seconded by Cllr Edwards. A vote was held and all were in favour.

06/26.3 It was proposed by Cllr Williams the inspections will be publicised on the noticeboard at the allotments in advance giving a 2-week window of when they will take place. This was seconded by Cllr Whitehead. A vote was held and all were in favour.

06/26.4 It was proposed by Cllr Edmunds that we agree allowing RALGA to have a bouncy castle at their summer fete under the following conditions;

- The office sees a copy of their public liability insurance
- The office sees a copy of RALGA's risk assessment.
- The office will see a copy of who will be supervising the bouncy castle.
- **Confirmation that the bouncy castle has a numbered PIPA tag or an ADIPS declaration of compliance (DoC) to show they comply with British Standard BS EN 14960.**

This was seconded by Cllr Whitehead. A vote was held and all were in favour.

07/26 Rochford Lawn Cemetery

07/26.1 A verbal report was received on the number of burials, cremated ashes interments and memorial permits.

07/26.2 A verbal report on the maintenance of the cemetery was received.

07/26.3 A complaint was received about the cost of out of parish interment of ashes in a full grave. A discussion was held. Cllr Edmunds proposed to not offer a discount due to the precedent it sets. Cllr Whitehead seconded this. A vote was held and all were in favour.

07/26.4 An update was given that the council has not received any more complaints on either grass cutting or dogs being walked off a lead through the cemetery.

08/26 Doggetts Wildlife Area

08/26.1 Confirmation was received that the water bailiffs' meeting with the Clerk would take place on 16th June 2026.

08/26.2 It was proposed by Cllr Edwards that we replace the information boards onsite. This was seconded by Cllr Whitehead. A vote was held and all were in favour.

09/26 Defibrillators

09/26.1 A verbal report that the defibrillator at the Parish Rooms has been fixed was received

09/26.2 A verbal report that the defibrillator that was donated by Mrs Paveley has been installed at Rochford Lawn Cemetery.

10/26 Tree Survey

10/26.1 The tree survey specifications were received by council.

10/26.2 It was proposed by Cllr Williams we proceed to gain quotes and if they come back above £30,000 then we immediately start the tender process. This was seconded by Cllr Edwards. A vote was held and all were in favour.

11/26 Back Lane Public Toilets

11/26.1 The draft business case for an asset transfer was received.

11/26.2 Cllr Williams proposed that the Parish Council ask the District Council to redecorate the Back Lane toilets before the Parish Council would formally accept the asset transfer. This was seconded by Cllr Edmunds. A vote was held and all were in favour.

12/26 Planning Matters

12/26.1 The following planning applications were received and considered:

26/00176/FUL: Unit 2 TAH House, Aviation Way
Change of use from Class B8 (storage) to Class E(d)
Indoor sport, recreation or fitness, and not involving motorised vehicles, firearms, a swimming pool or a skating rink.

Comment: Members have no objections

26/00368/FUL: Outbuilding at Honeypots, Gusted Hall Lane
Demolish existing bungalow on site and sub-divide the plot to construct a 3 bed self-build detached chalet bungalow with parking.

Comment: Members have no objections

26/00350/FUL: 14 College Gardens
Variation of Conditions No.2 of Application Reference number; 25/00903/FUL Date of decision: 13/03/2026;
Revise the drawings approved to include drawing 25-042-100 A, proposed plans

The proposed scheme approved included a pitched roof to the side extension at first-floor level. This has now been amended to a flat roof to match existing

Comment: Members have no objections

There being no further business, the meeting closed at 8.50 pm

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	General Purpose
DATE OF MEETING	9 th September 2026
SUBJECT	DWA Fish Mortality Incident
AUTHOR	Clerks Assistant
CIRCULATION	Full Council

Summary

A fish mortality incident has been reported at Doggetts Wildlife Area. The Fishing Licence Holder has suggested that disturbance of pond-bed sediment and the possible release of toxins may have contributed to the issue, together with concerns regarding the unauthorised introduction of koi carp. At present these explanations remain unconfirmed and no definitive cause has been established.

Further information is being sought from the Fishing Licence Holder and Members are asked to note the contents of this report.

Background

Rochford Town Council has been made aware of reports of dead fish within Doggetts Wildlife Area.

Laur Buckley-Hills spoke with the Fishing Licence Holder, Mr Clayton Barber.

Mr Barber advised that he was aware that water levels within the lake had reduced during recent periods. However, he reported that there remained in excess of two feet of water beneath the large tree area and that fish within that area appeared unaffected.

Mr Barber stated that he had received information suggesting that unknown persons may have moved fish from the smaller pond ("small bobbin") to the larger pond ("big bobbin"). He believes that this activity may have disturbed silt on the bed of the pond, resulting in the release of toxins into the water.

Mr Barber also reported that koi carp have recently been identified within the pond. He stated that these fish were not introduced as part of the managed fishery and believes they may have been placed into the water by members of the public. He advised that koi carp are not included within the fishery arrangements and expressed concerns regarding their impact on the aquatic environment.

To assist water quality and oxygen levels, Mr Barber advised that an aerator has been placed within the larger pond. Photographs, videos and supporting information relating to the pond condition, koi carp and silt disturbance have subsequently been provided to the Council.

The Administration Officer has further advised that, aside from communication received from Arthur Williams. No other reports concerning the dead fish were received by the council over the relevant weekend period, just comments on Facebook on the Sharing about Rochford Page.

Information Received from the Fishing Licence Holder

The information currently available suggests that the possible causes being considered by the Fishing Licence Holder include:

- Reduced water levels during periods of dry weather.
- Disturbance of pond-bed silt by unknown persons.
- The potential release of toxins from disturbed sediment.
- The unauthorised introduction of koi carp into the fishery.

Licence Responsibilities

Members should note that under the Fishing Licence dated 1 June 2022, the Fishing Licence Holder is responsible for:

- Monitoring the quality of the water.
- Monitoring fish welfare.
- Monitoring habitat conditions.
- Assessing damage caused by pollution and identifying its source.
- Carrying out surveys of fish, insect and plant life.
- Identifying areas where fish restocking may be required.

The Fishing Licence therefore places the primary operational responsibility for monitoring the health of the fishery upon the Licensee.

Current Actions

The Council has:

- Recorded the information provided by the Fishing Licence Holder.
- Received photographs and video footage relating to the pond condition.
- Requested further information from the Fishing Licence Holder regarding the incident.

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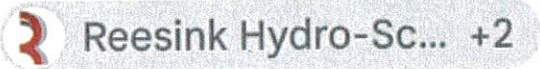
Short videos

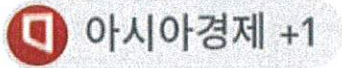
Images

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☠️ Why Disturbing the Silt is Lethal to Fish

Deep, undisturbed silt layers are completely **anaerobic** (devoid of oxygen). Over years, organic matter decomposes in this layer, creating highly concentrated pockets of trapped toxic gases: 

- **Hydrogen Sulfide (H_2S):** This gas smells like rotten eggs. If you disturb the silt with an excavator, pump, or rake, massive plumes of H_2S will release directly into the remaining water. It is highly toxic, paralyzes fish gills, stops their ability to breathe, and causes near-instant death. 
- **Ammonia (NH_3) & Methane (CH_4):** Stirring the silt will cause an immediate spike in toxic ammonia. The released gases and organic matter will also rapidly strip any

remaining dissolved oxygen out of the water, suffocating the fish.  The Rothen Group +1

- **Gill Damage:** The mechanical action of moving silt fills the remaining shallow water with suspended mud particles. This thick

Ask anything





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- **Cross-Contamination Risk:** Your mirror and common carp have shared water, silt, and physical contact with koi. In the eyes of environmental authorities (like the [UK Environment Agency](#)), these carp are considered potential carriers of **Koi Herpesvirus (KHV)** and **Spring Viraemia of Carp (SVC)**. Releasing them into a public lake risks introducing these lethal pathogens to wild fish stocks.  Scottish Federatio... +1

- **Strict Permitting Laws:** It is a serious criminal offence to transfer fish into any public, open, or interconnected body of water without a formal **Section 30 / Live Fish Movement Permit**. Because your fish come from a mixed-species ornamental pond/lake, environmental officers will **unconditionally refuse** to grant a permit.

- **Massive Fines:** Illegally moving these fish into public waters can result in a criminal record and prosecution with fines up to £50,000.

Ask anything



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No, you cannot move your mirror and common carp into the public lake under any circumstances.

Even though mirror and common carp are standard freshwater species, because they are currently living in the **same water body as your koi**, they are legally classified as a **severe biosecurity hazard**.  GOV.UK

The Legal and Biosecurity Reality

- **Cross-Contamination Risk:** Your mirror and common carp have shared water, silt, and physical contact with koi. In the eyes of environmental authorities (like the [UK Environment Agency](#)), these carp are considered potential carriers of **Koi Herpesvirus (KHV)** and **Spring Viraemia of Carp (SVC)**. Releasing them into a public

carp (Cyprinus carpio), releasing them into a public lake risks introducing these lethal pathogens to wild fish stocks.  Scottish Federatio... +1

- **Strict Permitting Laws:** It is a serious criminal offence to transfer fish into any public, open, or interconnected body of

Ask anything



ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	General Purpose
DATE OF MEETING	9 th September 2026
SUBJECT	DWA Request for Accessible Parking Area, Access Route Improvements and Accessible Angling Facility
AUTHOR	Clerks Assistant
CIRCULATION	Full Council

Members are asked to note the request and consider whether officers should engage with Rochford District Council, as freeholder, to clarify lease, access, environmental and insurance requirements before any decision is taken on whether the proposed works should proceed.

A request has been received from Mr Clayton Barber, Fishing Licence Holder and Bailiff at Doggetts Wildlife Area, seeking accessibility improvements to the site.

The proposal has been made to improve access for:

- Disabled anglers;
- Wheelchair users;
- Elderly residents;
- Users with limited mobility.

The applicant has advised that:

- The existing car park is approximately 800 yards from the principal fishing area.
- The current route becomes difficult to use during wet weather conditions.
- Access can be particularly challenging during winter months.
- Anglers have reportedly sought access via neighbouring land, resulting in concerns from adjoining landowners.

The proposal consists of:

1. An all-weather Type 1 gravel access route.
2. A small disabled-access parking area.
3. A wheelchair-accessible fishing platform.

The main matters for members are whether the proposed accessibility benefits justify further investigation, whether the lease permits the necessary alterations and vehicle access, whether freeholder consent or a Licence to Alter is required, and whether environmental, insurance and long-term maintenance implications can be managed.

Site Ownership and Lease Position

Doggetts Wildlife Area is leased by Rochford Town Council from Rochford District Council under a lease dated 10 February 1998 for a term of 125 years.

Rochford Town Council is therefore the leaseholder and manager of the site, whilst Rochford District Council remains the freeholder.

Accessibility Benefits

The proposal offers a number of potential benefits.

Improved Inclusion

The proposal would provide improved access for:

- Disabled anglers.
- Wheelchair users.
- Elderly residents.
- Visitors with mobility impairments.

The proposed fishing platform could enable access to the fishery that is currently unavailable to some users.

Improved Access

The access route may:

- Improve year-round access.
- Reduce difficulties during periods of wet weather.
- Improve accessibility for maintenance purposes.

Improved User Safety

The proposal may reduce:

- Slips and trips associated with muddy paths.
- Uneven access routes.
- Difficulties associated with transporting fishing equipment over long distances.

Reduced Use of Neighbouring Land

The applicant has indicated that some anglers have sought access via neighbouring land.

A formalised route could assist in reducing:

- Trespass concerns.
- Landowner complaints.
- Informal access arrangements.

Lease Considerations

Alterations to the Site

The lease permits certain alterations where:

"necessary or desirable for laying out and maintaining" the site as a Public Open Space Park and fishing ponds.

However, such works remain subject to approval from Rochford District Council.

The proposal therefore cannot proceed without engagement with the freeholder.

Vehicle Access

The proposal includes a parking area and vehicular access closer to the lake.

Members should note that the lease contains restrictions relating to vehicle access across the site.

This may require:

- Clarification from Rochford District Council.
- Landlord consent.
- Potential legal review.
- Consideration of whether a Licence to Alter is necessary.

Fishing Platform

The accessible fishing platform would represent new site infrastructure and should therefore be considered alongside the lease provisions relating to alterations and structures.

Environmental Considerations

Doggetts Wildlife Area comprises a mixture of:

- Semi-improved grassland;
- Woodland;
- Scrub habitat;
- Open water;
- Informal recreational space.

The proposed works may require consideration of:

- Habitat impacts;
- Wildlife disturbance;
- Surface water drainage;
- Construction timing;
- Long-term environmental management.

Members may wish to seek ecological advice before any final decision is taken.

Current Fishery Management Considerations

Members should be aware that recent fish welfare concerns have been reported by the Fishing Licence Holder.

The Fishing Licence Holder has advised that fish mortality may have been linked to disturbance of pond sediment and other factors affecting water quality. At the time of writing, no formal conclusion has been reached regarding the cause of the incident.

Whilst this matter is separate from the accessibility proposal, it serves as a reminder that Doggetts Wildlife Area requires ongoing monitoring and management.

Under the Fishing Licence, the Licensee is responsible for:

- Monitoring water quality;
- Monitoring fish welfare;
- Monitoring habitat condition;
- Assessing pollution impacts;
- Monitoring erosion and fishery health.

Members may wish to note that future improvements should be considered alongside the wider management of the fishery and lake environment.

Insurance and Liability Considerations

Advice has been sought from the Council's insurance broker, Arthur J. Gallagher.

The broker has confirmed that the Council's Public Liability Insurance would provide cover for the Council's responsibilities as manager of Doggetts Wildlife Area.

The Council currently maintains:

- Public Liability Insurance – £10 million
- Employers' Liability Insurance – £10 million

The broker has also confirmed that Public Liability cover would apply to:

- An all-weather access route;
- A disabled-access parking area;
- A wheelchair-accessible fishing platform.

The broker advised that insurance cover is dependent upon the Council maintaining:

- Written risk assessments;
- Written inspection programmes;
- Maintenance records;
- Defect management procedures.

Members should note that any future facilities would require ongoing inspection and management. The broker has further advised that activities occurring on or in water remain subject to further clarification.

Financial Considerations

No detailed costings have yet been submitted.

Members may wish to obtain:

- Construction costs;
- Maintenance estimates;
- Whole-life cost information;
- Funding options.

There may also be future insurance, inspection and maintenance costs associated with the infrastructure.

ROCHFORD PARISH COUNCIL	
REPORT	

COMMITTEE	General Purpose
DATE OF MEETING	9 th September 2026
SUBJECT	DWA Insurance Review
AUTHOR	Clerk's Assistant
CIRCULATION	Full Council

This report advises Members of the outcome of discussions with the Council's insurance broker, Arthur J. Gallagher (AJG), regarding the insurance arrangements for Doggetts Wildlife Area. It also identifies the actions required to maintain appropriate insurance protection and risk management arrangements.

Executive summary

Arthur J. Gallagher has confirmed that the Council's existing Public Liability and Employers Liability policies provide broad cover for its responsibilities at Doggetts Wildlife Area, subject to appropriate risk management arrangements being maintained. The main outstanding issue is clarification of cover for activities taking place on or in water, including fishing-related risks. The Council should ensure that written risk assessments, inspection records, maintenance records and evidence of the Fishing Licence Holder's insurance are retained.

Background

As part of a wider review of Doggetts Wildlife Area, enquiries were made to the Council's insurance broker regarding the Council's responsibilities as leaseholder and manager of the site.

Specific clarification was sought regarding:

- Public open space management.
- Fishing activities.
- Open water risks.
- Volunteer activities.
- Accessibility improvements.
- Public liability exposure.

AJG has now provided written advice.

Insurance position

The broker has confirmed that the Council's Public Liability Insurance will provide cover for the Council's responsibilities relating to Doggetts Wildlife Area.

The Council currently maintains:

- Public Liability Insurance: **£10 million**
- Employers Liability Insurance: **£10 million**
- Volunteer cover through Employers Liability and Public Liability sections.

- Officials and Trustees Indemnity Insurance.

The broker has further confirmed that Public Liability cover would apply to:

- Public open space management.
- Public access to the site.
- Volunteers undertaking approved Council activities.
- Routine maintenance activities using hand tools.
- Proposed accessibility improvements including:
 - a) All-weather access route.
 - b) Disabled parking area.
 - c) Accessible fishing platform.

Conditions of insurance cover

The broker has advised that insurance protection is reliant upon appropriate management arrangements being in place.

The Council should therefore maintain written risk assessments covering:

- Doggetts Wildlife Area.
- Open water hazards.
- Fishing areas.
- Volunteer activities.
- Accessibility infrastructure.
- Litter picking and maintenance activities.

Inspection regime

A written inspection programme should be implemented covering:

- Weekly inspections.
- Holiday inspection requirements under the lease.
- Recorded inspection findings.
- Defect reporting.

The broker specifically advised that inspection frequencies should be realistic and achievable. If inspections are not carried out as stated, the Council's position may be adversely affected in the event of a liability claim.

Records

The Council should maintain:

- Inspection records.
- Defect Register.
- Incident Register.
- Maintenance records.
- Risk assessments.
- Insurance records.

Volunteers

The broker has confirmed that volunteers are covered.

Employers liability

Where volunteers sustain injury whilst undertaking authorised Council activities.

Public liability

Where volunteers cause injury to third parties or damage to property whilst undertaking authorised Council activities.

Typical volunteer activities may include:

- Litter picking.
- Habitat management.
- Site inspections.
- Vegetation management using hand tools.

Maintenance activities

The broker has confirmed that routine maintenance activities using hand tools are covered.

Where mechanical equipment is used, insurers would require further information regarding:

- Equipment type.
- Training.
- Competence.
- Experience.
- Safe systems of work.

Appropriate PPE must also be provided where necessary.

Open water and fishing activities

This is the only area where further clarification remains outstanding.

The broker advised that activities taking place:

"on or in water"

remain subject to referral.

Further information has been requested regarding:

- Open water risks.
- Water-edge management.
- Activities undertaken adjacent to the lake.
- Responsibilities of the Fishing Licence Holder.

No concerns have currently been raised regarding public access around the lake. However, further clarification should be obtained from the broker regarding water-related risks, including activities taking place on or in the water.

Fishing Licence Holder insurance

Under Clause 4.29 of the Fishing Licence, the Licensee is required to maintain:

The Licensee is required to maintain Public Liability Insurance of not less than £5 million.

The Council should obtain and retain:

- Insurance certificate.
- Policy schedule.

- Renewal date.
- Evidence that fishing activities are included within the policy.

Conclusions

The broker's advice provides reassurance that the Council's current insurance arrangements are broadly appropriate for its management responsibilities at Doggetts Wildlife Area.

It is my opinion that the priority for the Council is now to ensure that:

- Risk assessments are completed.
- Inspection procedures are implemented.
- Defect and maintenance records are maintained.
- The Licensee's insurance arrangements are reviewed.
- Clarification is obtained regarding open-water activities.

FW: 3220607 - Rochford Parish Council

From Daniel Dorney <Daniel_Dorney@ajg.com>

Date Wed 2026-08-12 9:40 AM

To James Faulkner <deputy@rochfordparishcouncil.gov.uk>

Cc Emma Terris <clerk@rochfordparishcouncil.gov.uk>

 3 attachments (454 KB)

Litter pick risk assessment.docx; Litter pick H&S advice.docx; Hiscox - Risk Academy.pdf;

Hi James,

Thank you for your email.

The Public Liability section will provide cover for the Councils responsibilities.
Written risk assessments need to be implemented and kept on the councils files
A written inspection plan needs to be in place for all of the councils responsibilities. The risk assessment will determine the frequency. It is important for the frequency of the inspections to be achievable because if one is missed and there is a claim it may mean the claim will pay out compensation

Routine maintenance - if this is using manual tools then cover is in place under Public Liability and Employers' Liability but if there is any use of mechanical tools we need to know; what the tools are, if any training is provided, what skills/experience the person who is using it has.
PPE must be provided as appropriate

Litter picking, as long as this is not next to a road (if it is then we need to know what type of road i.e. A dual carriage way etc), and consideration needs to be in place in disposing of the litter. I have attached a guide to help if needed, please note this is not exhaustive, just a guide.

- Work should be restricted to adults only
- Signage or cones are in place to alert motorists of the activity
- Hi- vis clothing is worn by all participants
- If possible, a "look out" is appointed to monitor traffic movement
- No litter picking should be undertaken on the road itself
- No personal music players or ear/head phones should be used

Fly-tip removal. Cover will depend on what type of fly tipping as there may be rules for the disposal of the waste or the type of waste may mean specialist removal is required

Water and Fishing Activities

The policy excludes activities on or in water which means this would a referral

Written risk assessments need to be kept on the councils files

A written inspection plan needs to be in place for all of the councils responsibilities. The risk assessment will determine the frequency. It is important for the frequency of the inspections to be achievable because if one is missed and there is a claim it may mean the claim will pay out compensation, as the Council would be deemed negligent.

Are then any activities the council is responsible for on or in the water - the people fishing should have their own insurance

What type of incidents do you foresee involving visitors entering or falling into the lake

What Open water risks and liabilities do you see as the risk

Water-edge maintenance and bank management activities. - what type of work and who will be doing it

Volunteers

Volunteers are covered under the Employers' Liability section (if they are injured) and Public Liability section (if they cause injury or damage to third party)

What level of Vegetation management, Minor maintenance works, Habitat management activities are you proposing?

Proposed Accessibility Improvements

This is a council decision, if the Council are proposing to carry out the works themselves we will need to understand what that means when they get to that stage in the decision making, at the moment it is a bit too vague

An all-weather gravel access route – We can add it to the Other surfaces section of the policy, if you wish, but it's highly unlikely that would need to be replaced. PL will automatically be in place

A small disabled parking area – Same as above

A wheelchair-accessible fishing platform – Can be added to the Street furniture section of the policy if needed, we would just need to know the replacement value, including installation and VAT unless you claim that back. PL is automatic also.

I have also attached the Hiscox Risk Academy which gives you access to a wealth of information that can help guide you with queries if needed. This is free of charge (Usually £1,400 a year) for as long as you have a Hiscox policy with us. Click the link in the bottom right hand corner, when the webpage opens, click forgot password and then set up your account.

Hope this helps,

Kind regards,

Danny Dorney

Client Adviser – Community

Landline – 01483 462876

Mobile – 07938 738488



Insurance | Risk Management | Consulting

Gallagher - First Floor, Unit 4, Genesis Business Park, Albert Dr, Woking GU21 5RW

M: 07938 738488

E: daniel_dorney@ajg.com | www.ajg.com

From: James Faulkner <deputy@rochfordparishcouncil.gov.uk>

Sent: Monday, August 10, 2026 12:02 PM

To: UK.Community <uk.community@ajg.com>

Subject: 3220607 - Rochford Parish Council

DOGGETTS WILDLIFE AREA



Weekly Site Condition Assessment

Assessment Date: _____

Inspector: _____

SITE ACCESS

Item	Good	Fair	Poor	Comments
Main entrance condition	☐	☐	☐	
Access track condition	☐	☐	☐	
Main footpaths clear	☐	☐	☐	
Surface free from trip hazards	☐	☐	☐	
Drainage adequate	☐	☐	☐	
Accessibility for less mobile users	☐	☐	☐	

GRASSLAND MANAGEMENT

Item	Good	Fair	Poor	Comments
Grass cutting programme up to date	☐	☐	☐	
Main paths mown	☐	☐	☐	
Fishing access routes maintained	☐	☐	☐	
Grassland free from excessive scrub encroachment	☐	☐	☐	
Site appearance acceptable	☐	☐	☐	

WOODLAND & SCRUB

Item	Good	Fair	Poor	Comments
Trees appear healthy	☐	☐	☐	
No dangerous branches visible	☐	☐	☐	
No fallen trees blocking paths	☐	☐	☐	
Woodland edge managed appropriately	☐	☐	☐	
No significant signs of disease	☐	☐	☐	

FISHING LAKE

Item	Good	Fair	Poor	Comments
Lake edge stable	☐	☐	☐	
Fishing pegs/swims safe	☐	☐	☐	
Access to lake suitable	☐	☐	☐	
Safety signage present	☐	☐	☐	
No significant erosion observed	☐	☐	☐	
Water safety measures adequate	☐	☐	☐	

ECOLOGY & HABITAT

Item	Good	Fair	Poor	Comments
Semi-improved grassland condition	☐	☐	☐	
Woodland condition	☐	☐	☐	
Scrub habitat condition	☐	☐	☐	
Pond/lake margins condition	☐	☐	☐	
No evidence of major habitat damage	☐	☐	☐	

Environmental Issues Noted

Issue	Yes	No	Comments
Fly tipping	☐	☐	
Invasive species	☐	☐	
Pollution	☐	☐	
Unauthorised fires	☐	☐	
Habitat destruction	☐	☐	

CLEANLINESS & LITTER

Item	Good	Fair	Poor	Comments
Litter levels acceptable	☐	☐	☐	
Bins emptied	☐	☐	☐	
Dog waste controlled	☐	☐	☐	
No fly tipping	☐	☐	☐	

HEALTH & SAFETY

Hazard	Present	Action Taken
Slips/trips	☐	
Fallen branches	☐	
Unsafe paths	☐	
Bank erosion	☐	
Vandalism	☐	
Unsafe structures	☐	

Standing water ☐

Unauthorised vehicle access ☐

Assessment Area		Rating		
Site Condition	☐ Good	☐ Fair	☐ Poor	
Lease Compliance	☐ Good	☐ Fair	☐ Poor	
Visitor Safety	☐ Good	☐ Fair	☐ Poor	
Ecological Condition	☐ Good	☐ Fair	☐ Poor	
Management Standard	☐ Good	☐ Fair	☐ Poor	

Overall Comments

Inspector Signature

Name: _____

Signature: _____

Date: _____

DOGGETTS WILDLIFE AREA



Landlord Approval Register

Leaseholder: Rochford Town Council

Freeholder: Rochford District Council

Register Commenced: 31/7/2026

Approval Reference Register

Ref No.	Date Identified	Project / Activity	Lease Clause	RDC Approval Required?	Approval Requested	Approval Received	Approval Reference	Officer Responsible	Status
LA001				☐ Yes ☐ No	☐	☐			Open
LA002				☐ Yes ☐ No	☐	☐			Open
LA003				☐ Yes ☐ No	☐	☐			Open
LA004				☐ Yes ☐ No	☐	☐			Open

Current Structures Register

Structure / Feature	Location	Existing?	Landlord Consent Located?	Date of Consent	Notes
Fishing pegs/swims	Lake edge	☐	☐		
Information boards		☐	☐		
Signs		☐	☐		
Gates		☐	☐		
Fencing		☐	☐		

Proposed Works Register

Proposed Work	Date Raised	Approval Needed?	RDC Contacted	Decision	Date Approved
Accessible fishing platform		☐	☐		
Access track improvements		☐	☐		
Additional signage		☐	☐		
Car parking facilities		☐	☐		
Habitat works		☐	☐		

Lease Clause Reference Guide

Clause	Requirement	Relevant Activities
Clause 5	Restrictions on signs and advertisements	New signage
Clause 14	Restrictions on vehicle access	Car parks, vehicle routes
Clause 16	Approval for buildings and structures	Platforms, sheds, storage buildings
Clause 17	Director of Environment approval for alterations	Paths, roads, infrastructure works
Clause 19	Joint Management Group consultation	Major management proposals

RDC Consultation Log

[illegible]

Approval Documents Register

Ref No. Project	Document Type	Date Received	Filed Location
LA001	Email		
LA002	Letter		
LA003	Licence to Alter		
LA004	Management Approval		

Outstanding Landlord Approvals			
Ref No.	Description	Date Requested	Waiting Since
			Priority
			High / Medium / Low
			High / Medium / Low
			High / Medium / Low

Annual Review

Comments

Yes No

Question

Have all alterations been checked against the lease?

☐☐

Have all approvals been recorded?

☐☐

Are approval documents stored centrally?

☐☐

Are any historic approvals missing?

☐☐

Has RDC been consulted on major proposals?

☐☐

Annual Review Officer

Name: _____

Signature: _____

Date: _____

Doggetts Wildlife Area Fishing Licence
Licensee Obligations Schedule

Licence Expires: 31st May 2037



COMPLIANCE REVIEW

Clause	Requirement	Evidence Required	Frequency	Compliant (Y/N)	Comments
4.5	Adequate number of bailiffs employed	Bailiff list	Annual	☐	
4.6	Complaints investigated	Complaint records	Quarterly	☐	
4.6	Written response within 5 working days	Copies of responses	Quarterly	☐	
4.6	Night fishing inspections undertaken	Inspection logs	Quarterly	☐	
4.7	Weed control undertaken	Maintenance records	Annual	☐	
4.8	Banks maintained in a safe condition	Inspection reports	Quarterly	☐	
4.8	Fishing swims maintained safely	Inspection reports	Quarterly	☐	
4.8	Erosion repairs completed when required	Work records	Quarterly	☐	
4.9	Family activities permitted free of charge	Activity record	Annual	☐	
4.10	Free youth fishing sessions provided	Attendance records	Annual	☐	
4.11	Safeguarding measures implemented	Safeguarding policy	Annual	☐	

4.11	DBS checks completed	DBS register	Annual	☐
4.14	Access routes unobstructed	Site inspection	Quarterly	☐
4.15	No nuisance complaints	Complaint log	Quarterly	☐
4.15A	Maintenance undertaken during permitted season (1 Oct-31 Mar)	Maintenance programme	Annual	☐
4.16	Trees and vegetation protected	Site inspection	Quarterly	☐
4.17	Damage reported to RTC	Incident reports	Quarterly	☐
4.18	Banks kept free of litter	Site inspections	Quarterly	☐
4.19	Water quality monitored	Monitoring records	Quarterly	☐
4.19	Fish welfare monitored	Monitoring records	Quarterly	☐
4.19	Habitat monitored	Monitoring records	Quarterly	☐
4.20	Fish, insect and plant surveys undertaken	Survey reports	Annual	☐
4.21	Pollution investigations completed when required	Incident records	As Required	☐
4.22	Restocking requirements assessed	Fishery assessment	Annual	☐

4.23	Erosion monitored	Inspection records	Quarterly	☐
4.24	Rod licence checks undertaken	Bailiff reports	Quarterly	☐
4.25	Quarterly Working Party Meeting attended	Meeting minutes	Quarterly	☐
4.26	No unauthorised alterations carried out	Site inspection	Quarterly	☐
4.27	No advertisements or notices displayed	Site inspection	Quarterly	☐
4.28	Trespass incidents reported to RTC	Incident records	Quarterly	☐
4.29	Public Liability Insurance maintained	Insurance certificate	Annual	☐
4.29	Minimum £5 million cover maintained	Insurance schedule	Annual	☐
4.29	Insurance supplied to RTC upon request	Certificate on file	Annual	☐

MEADOW MANAGEMENT COMPLIANCE

Requirement	Evidence Required	Frequency	Compliant (Y/N)	Comments
Meadow 1 grass cutting completed as agreed	Contractor records / photographs	Growing Season	☐	
Meadow 2 footpaths strimmed	Inspection records / photographs	Growing Season	☐	

Meadow 2 retained as wild area	Inspection records	Annual	☐	
Cuttings removed where required	Photographs / work records	Growing Season	☐	

INSURANCE REVIEW

Requirement	Evidence Seen	Date Checked	Expiry Date	Compliant
Public Liability Certificate	☐			☐
£5m Minimum Cover Confirmed	☐			☐
RTC Named / Acknowledged Where Applicable	☐			☐
Fishing Activities Covered	☐			☐
Open Water Risks Covered	☐			☐

QUARTERLY WORKING PARTY MEETING RECORD

Meeting Date	Attended	Minutes Received	Progress Update Provided	Actions Outstanding
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

NON-COMPLIANCE LOG

Date Identified	Clause	Issue	Action Required	Responsible Person	Target Date	Completed
						☐
						☐
						☐

QUARTERLY COMPLIANCE SUMMARY

Area	Compliant	Partially Compliant	Non-Compliant
Insurance	☐	☐	☐
Bailiffing	☐	☐	☐
Bank Maintenance	☐	☐	☐
Erosion Control	☐	☐	☐
Water Quality Monitoring	☐	☐	☐
Ecological Monitoring	☐	☐	☐
Grass Cutting	☐	☐	☐

Litter Management	☐	☐	☐
Community Activities	☐	☐	☐
Safeguarding	☐	☐	☐
Quarterly Reporting	☐	☐	☐

OVERALL REVIEW

Overall Compliance Rating

- ☐ Fully Compliant ☐ Mostly Compliant ☐ Partially Compliant ☐ Non-Compliant

Officer Comments

Reviewed By: _____

Date: _____

Next Review Due: _____



Kestrel

Britain's most familiar and widespread falcon. Familiarly seen hovering over motorway verges or grassland. Also frequently perches for extended periods on branches, bridges, posts or pylons. Adult male and blue-grey head and tail and reddish-brown upperparts strongly marked with dark spots; underparts pale and streaked. Adult female has more uniform brown, spotted plumage; underparts being paler than upperparts. Juvenile similar to adult female but appears more streaked.

Common frog

Colours are variable but background colour is usually greenish-brown with darker blotches and a hint of a dark 'mask' on the face. In the breeding season the males have a blue-grey throat and thickened pads on the first ainger to help grasp the females during mating. Females are larger than males, especially when ready to spawn.



Common mallow

Height up to 1.5m. An upright and sometimes spreading perennial with rounded basal leaves and 5-lobed stem leaves. The pink flowers have purple veins and are up to 4cm across, opening in June-October. Widespread and common in southern Britain, scarce elsewhere.



Water vole

A loud 'Plop' in the water often indicates the presence of water voles. They can sometimes be seen feeding on the banks.

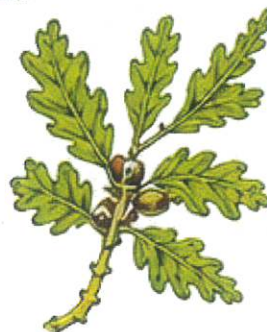
Alder

Height up to 20m. Leaves are rounded with shallow-toothed margins. Mature trees bear rounded woody cones. Male catkins are purple and pendulous; female flowers are short and green, both appear on same tree before leaves open. Bark fissured and ok. Common and widespread. Colonises river banks and wet woods.



English Oak

Height up to 45m. Irregularly lobed leaves are borne on very short stalks but acorns grow in small clusters on long stalks. Trunk can be massive and crown is usually broadly domed in trees with room to spread. May be dormant species in woods on clay in lowland areas.



Tree sparrow

Separated from similar slightly larger house sparrow by rich chestnut crown and nape and white cheeks; the black bib is much smaller but there is a black spot on the back. The back and rump are yellowish brown and streaked with darker brown, and the underparts are pale buff, palest on the belly. Two thin, pale wingbars can be seen in flight. The sexes are very similar; juv. The sexes resemble adults but are duller.

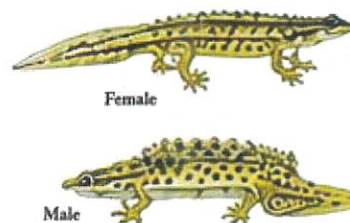
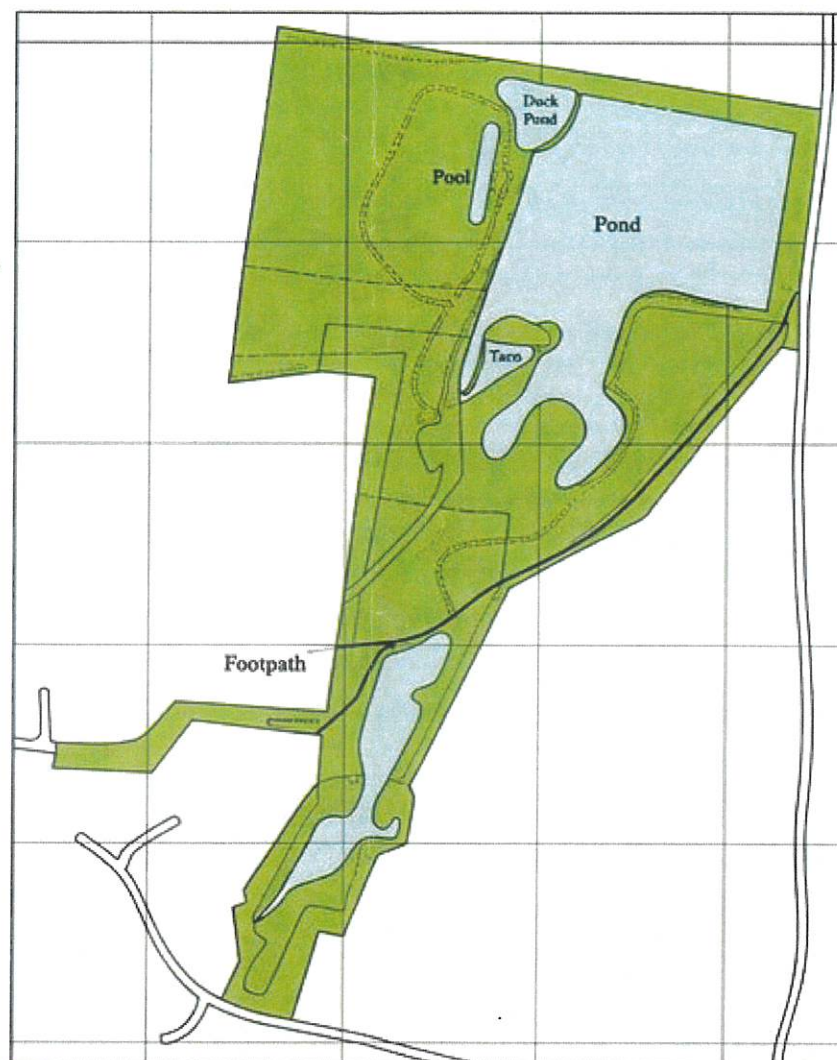


Jay

The most colourful member of the crow family with mostly pinkish-brown plumage, bright blue with a tinge shows clearly, and there are patches of white on the wing, under the tail and under the bill. Has thick black moustache stripes. Sises are alike and juveniles resemble adults with less streaking on the crown and redder plumage.

Green woodpecker

A large woodpecker with predominantly green and yellow upperparts. Wings are flecked white or yellow, and upperwing appear mottled green, but in flight the rump and lower back are bright yellow. The primary flight feathers are dark. The bright red crown extends down the back of the neck and the black moustachial stripe of the male has a red streak in the centre, although this is very hard to see at a distance. Juveniles are the dull version of the adults with more mottled upperparts and barred underparts.



Smooth newt

Female is brown with light speckling on upperparts. Male in breeding season has undulating crest along back with darker spots. After the breeding season the male is similar to the female. Breeds in ponds, but spends much of year in damp places near water. Hibernates in winter under logs and stones.

Meadow vetchling

Height up to 50cm. A scrambling perennial with long, angled stems. The leaves are made up of a single pair of leaflets and tendrils. The yellow flowers grow in clusters of 4-12 opening from May-August. Widespread and common in a range of open grassy habitats.



Pipistrelle bat

The smallest British bat and the one most likely to be seen by casual observers. The fur is normally brown but can vary, most individuals have rich dark brown colourings with darker ears, nose and wings. The ears are short and far apart and the face is small and rounded. The flight pattern is jerky and erratic, but may follow a set route. Frequently roosts in houses, sometimes in large colonies.

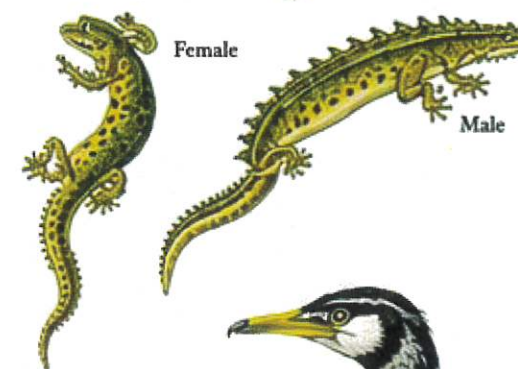
Grey squirrel

Fur is mostly grey, but paler on the underparts. Some individuals show some red on the flanks. The tail is very bushy, but there are no ear tufts. Builds large leafy dreys with outer structure of twigs high in use. Spends more time on ground than red squirrel, previous year. In autumn may be seen burying nuts or acorns. Frequently enters gardens to raid bird feeders. Introduced in Britain from North America.



Great crested newt

Britain's largest and fairest newt. In breeding season male has large jagged crest along the back and a striking black-spotted orange belly. The upperparts are black and the skin is very warty. Females are also black above and orange below, but lack the crest. Prefers deep, weedy ponds close to woodland. Swims very well and may be found in very large colonies, but is absent from large areas.



Cormorant

A large, almost all-black seabird with broad wings, robust body and a powerful beak with a slightly hooked tip. In water resembles a diver, swimming low with its head held slightly upwards. Cormorant dive frequently, and can stay under for a long time: they surface holding a fish which is tossed and gulped down. Often roost with wings outstretched.



Celery-leaved buttercup

Height up to 50cm. The lower leaves are celery-like and divided into 3 lobes; the upper leaves are smaller and stalkless. The flowers are up to 1cm across and grow in small clusters. Fairly common in damp grassy places in the south, often on grazed marshes.



Red admiral

Wingspan 60mm. Upperwings are mostly black with a pattern of red bands and white spots. The underwings are a marbled smoky grey. Small numbers hibernates, but main influx is of summer immigrants. Caterpillars feed on nettles. Very common and widespread in good summers.



ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	General Purpose
DATE OF MEETING	9 th September 2026
SUBJECT	DWA Insurance
AUTHOR	Clerks Assistant
CIRCULATION	Full Council

Option 1 – Fitzpatrick Woolmer A1 Interpretation Board Design

This option relates primarily to the design and installation of a traditional A1 interpretation board. The quotation does not currently include manufacture and supply of the finished board.

Known Costs (Excluding VAT)

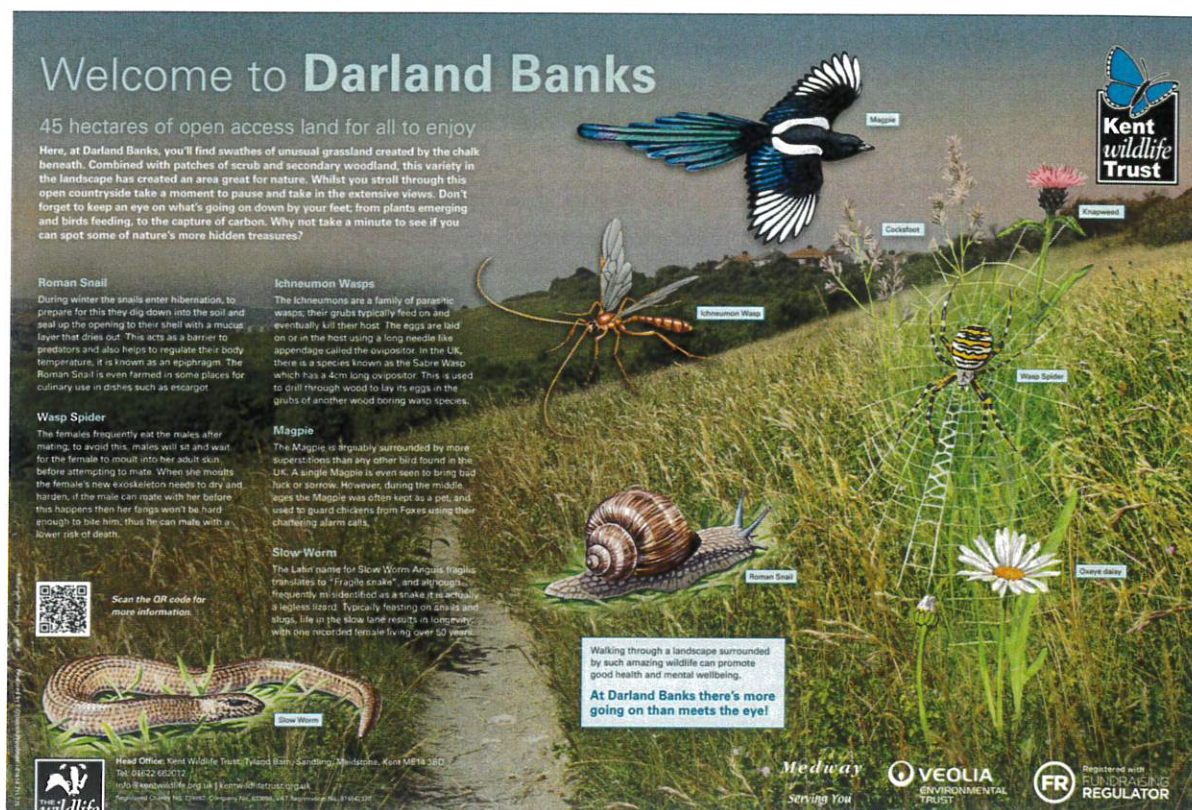
Item	Cost
A1 Interpretation Board Design	£936
A1 Colour Proof	£70
Site Survey	£210
Installation	£980
Total Known Cost	£2,196

Costs Not Included Within Quotation

The following costs would be additional and are yet to be confirmed:

- Manufacture and supply of the interpretation board.
- Supporting frame or structure.
- Wildlife illustrations and specialist artwork.
- Any additional design amendments or content requirements.

Example on Next Page



Option 2 – Fitzpatrick Woolmer A2 Interpretation Board Design

This option relates to the design and installation of a smaller A2 interpretation board. The quotation does not currently include manufacture and supply of the finished board.

Known Costs (Excluding VAT)

Item	Cost
A2 Interpretation Board Design	£780
A2 Colour Proof	£50
Site Survey	£210
Installation	£980
Total Known Cost	£2,020

Costs Not Included Within Quotation

The following costs would be additional and are yet to be confirmed:

- Manufacture and supply of the interpretation board.
- Supporting frame or structure.
- Wildlife illustrations and specialist artwork.
- Any additional design amendments or content requirements.

Welcome to these ancient hedgerows, meadows and pond. *Explore. Enjoy. Relax.*

Flowerly meadows like these have nearly disappeared from Hertfordshire because of new building developments and changes in farming practices. The variety of wildflowers and creatures found here indicate that these meadows have remained unchanged for many years. They have not been treated with herbicides or fertilisers. Compare the variety of flowers here with your local short grass area – there is so much more to see here!



For general information contact Three Rivers District Council on 01923 776611.
The Countryside Management Service works with communities across Hertfordshire
to help them care for and enjoy the environment. Tel: 01727 848168

Supported By



This option relates to the development of a bespoke interactive interpretation board concept designed specifically for Doggetts Wildlife Area. The quotation currently relates to the design stage only.

The proposed design would:

- Highlight species found at Doggetts Wildlife Area.
- Encourage visitor interaction and learning.
- Create a family-friendly educational feature.
- Take inspiration from interpretation boards within the South Downs National Park.

Known Costs (Excluding VAT)

Item	Cost
Interactive Interpretation Board Design	Approx. £2,000
Total Known Cost	Approx. £2,000

Costs Not Yet Quoted

The following costs would need to be obtained separately:

- Manufacture and supply of the board.

- [illegible]

Option	Design Costs	Installation Included?	Board Supply Included?	Known Total (Ex VAT)
Option 1 – Fitzpatrick Woolmer A1	Yes	Yes	No	£2,196
Option 2 – Fitzpatrick Woolmer A2	Yes	Yes	No	£2,020
Option 3 – Ferne Creative Interactive	Yes	No	No	Approx. £2,000

Option	Design Costs	Installation Included?	Board Supply Included?	Known Total (Ex VAT)
Option 1 – Fitzpatrick Woolmer A1	Yes	Yes	No	£2,196
Option 2 – Fitzpatrick Woolmer A2	Yes	Yes	No	£2,020
Option 3 – Ferne Creative Interactive	Yes	No	No	Approx. £2,000

ROCHFORD PARISH COUNCIL	
REPORT	

COMMITTEE	General Purpose
DATE OF MEETING	9 th September 2026
SUBJECT	Responsibilities of the Fishing Licence Holder
AUTHOR	Clerk's Assistant
CIRCULATION	Full Council

Option 1 – Lifebuoys Direct 24" Lifebuoy Housing Set with Surface Mounted Post

Included

- 24" Lifebuoy with SOLAS reflective tape
- 20m encapsulated throw line
- Open-fronted lifebuoy housing cabinet
- 1.5m galvanised steel surface mounted post
- Fixing plate for installation on hard standing surfaces

Cost

Item	Cost (Ex VAT)
Complete Station with 1.5m Surface Mounted Post	£208

Advantages

- Lowest cost option.
- Complete ready-made station.
- Suitable for ponds, streams and inland water locations.
- Post-mounted solution requiring no wall structure.

Disadvantages

- Smaller 24" buoy provides less buoyancy than a 30" unit.
- Less visible from a distance.

Supplier Link:

<https://www.lifebuoysdirect.co.uk/24-life-buoy-housing-cabinet-set/>

Illustration



Option 2 – Lifebuoys Direct 30" SOLAS Lifebuoy Housing Set with Surface Mounted Post

Included

- 30" SOLAS-compliant lifebuoy
- 30m encapsulated throw line
- Open-fronted housing cabinet
- 1.5m galvanised steel surface mounted post
- Base plate for mounting to hard surfaces

Cost

Item	Cost (Ex VAT)
------	---------------

Complete Station with Surface Mounted Post	£210
--	------

Advantages

- Greater buoyancy than 24" model.
- SOLAS compliant lifebuoy.
- More visible and suitable for larger water bodies.
- Complete package including post and housing.

Disadvantages

- Slightly higher cost.
- Larger equipment footprint.

Supplier Link:

<https://www.lifebuoysdirect.co.uk/30-inch-lifebuoy-housing-cabinet-set/>

Illustration



Option 3 – Aspli Complete Lifebuoy Station with Sub-Surface GRP Post

Included

- 24" reflective lifebuoy
- 20m encapsulated floating rescue line
- High-visibility housing cabinet
- GRP support post
- Complete freestanding rescue station

Cost

Item	Cost (Ex VAT)
------	---------------

Complete Lifebuoy Station £252.96

Advantages

- Complete all-in-one water safety station.
- GRP post offers corrosion resistance.
- Specifically designed for waterside installation.
- Manufactured in the UK.

Disadvantages

- Highest purchase cost.
- Requires ground installation rather than simple bolt-down fixing.

Supplier Link:

<https://www.aspli.com/2768/24-inch-lifebuoy-station-complete-stand-sub-surface-mounted/>



Financial Comparison

Option	Includes Housing	Includes Lifebuoy	Includes Throw Line	Includes Stand/Post	Cost (Ex VAT)
Option 1 - Lifebuoys Direct 24"	Yes	Yes	Yes	Yes	£208
Option 2 - Lifebuoys Direct 30"	Yes	Yes	Yes	Yes	£210
Option 3 - Aspli Complete Station	Yes	Yes	Yes	Yes	£252.96



Allotment Security

message

From: ralgachair@gmail.com
To: LINDA THOMAS <thomases274@gmail.com>

Wed, 10 Jun 2026 at 16:3

Lin,

Again apologies that I won't be able to attend the meeting but it was too short notice and I am already committed to something else this evening.

However, some thoughts on this.

First of all as Plot Holders we do have partial responsibility for security. Both in terms of keeping the gates locked and protecting our own possessions. I don't think anyone really invests in adequate security and the break in to Sid's shed shows how easy it is to force an entry into a wooden shed. However most of the advice I can find stresses not leaving valuable tools on site. I think security is something we might need to stress more to our members especially in view of recent incidents but a shed in a field is never going to be a secure place.

As far as the Council's responsibility I think the key points are

- 1) Perimeter Security
- 2) Restricting the availability of keys
- 3) Cameras
- 4) Occupancy

1) Perimeter Security

The NAS Advice on allotment security says:

"A sturdy, well-maintained fence is one of the most effective deterrents. While no barrier is completely secure, fencing makes unauthorised access more difficult and increases the likelihood of intruders being noticed"

Whilst the perimeter around the gates and across the southern boundary of the site is fine around the rest of the site it is poor. For a start there are 13 houses on the edge of the Allotments with direct access via a gate. I know some of these may be plot holders but the Tenancy Conditions do state that access should be via the "proper roads, paths or gates". The lack of any perimeter fencing on the western and northern boundary is a serious gap in the security. Whilst I accept that the cost of security fencing along those two borders might be prohibitive I think at the very least action to block any existing gate from providing access to the allotments is required.

The fence on the western boundary is in poor condition and until we took action to block it there was a 6 foot gap in it and one of the recent thefts took place through that gap. What we have done to block makes access harder but doesn't block it completely. And the prospect of additional housing on that side of the site makes the need for adequate fencing on that border even greater.

An alternative to fencing is hedging using hawthorn or pyracantha. This has the added benefit of assisting wildlife but would also be expensive in view of the length of the boundary that needs to be protected. It would also be impractical along the western boundary as it would impact on the plots along that edge of the site. and

2) Restricting the availability of keys

I think the council needs to change the current padlocks and charge an adequate deposit of the keys to encourage their return at the end of a tenancy. In the same way that a £20 rent doesn't encourage proper cultivation of a plot a £10 or even £20 deposit doesn't encourage return of the keys especially without robust follow up action by the council. I know this is expensive but it is the cheapest improvement to security that I can think of. I also think that any increase in key deposit should also be applied to existing plot holders - less any deposit they have already paid. I also think that a condition deposit should also be charged and forfeited if a plot is left in an unworked condition but that is another issue.

3) Cameras

Obviously the whole site can't be covered and the lack of electricity does pose an issue. It does seem that this is an area that the council doesn't want to get involved in but cameras covering both gates and the Cabins would act as a visible deterrent to unauthorised access.

4) Occupancy and Activity.

This aspect is cited in the NAS advice on security:

"Increased Occupancy and Activity

Active sites are safer sites. Higher occupancy means more people coming and going, increasing natural surveillance and discouraging antisocial behaviour. While most incidents occur at night, regular daytime presence still contributes to an overall deterrent effect.

Keeping Plots Tidy

Maintaining a clutter-free plot reduces hiding places and removes items that may attract unwanted attention. A well-tended site also sends a clear signal that the allotment is valued and cared for."

Allotments that I come across. Failure to cultivate a plot is one of the conditions where the Tenancy Conditions specifically state that failure to comply may result in loss of the tenancy and it does seem that breaches of this condition (and to be honest other conditions) aren't taken seriously by the council. The low rent charged to tenants within Rochford Parish is also a factor here. As the NAS advice says "A well-tended site also sends a clear signal that the allotment is valued and cared for." And the Rochford Allotments are not totally a well tended site.

I think a broader consultation to security within the plot holders would be beneficial as that would increase the visibility of the issue and may identify other avenues to explore.

I'm happy to meet with the Committee to discuss this and other issues but need more notice to avoid a clash.

Matt



Virus-free. www.avg.com

072938228283
Pauline Jane

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	General Purposes
DATE OF MEETING	10 th June 26
SUBJECT	Allotments
AUTHOR	Clerk
CIRCULATION	All Members

Inspections

Of the plots inspected, 10 plots were found to require further action or monitoring due to cultivation concerns. A further 2 plots require clarification regarding tenancy status and enforcement history before their position can be confirmed.

Members are also advised that a letter has been issued regarding Plot 55B, confirming that fruit trees alone do not satisfy the cultivation requirements under the tenancy agreement. Officers anticipate that representations may be made in response to this decision.

Vacant Plots

The following plots are currently recorded as vacant:

- Plot 1B
- Plot 7
- Plot 16A
- Plot 27
- Plot 29A
- Plot 53B
- Plot 57B

This represents a total of seven vacant plots.

In addition, Plot 29B may be vacant, subject to confirmation of tenancy status.

Waiting List

Current waiting list figures are:

- In-Parish Applicants: 10
- Out-of-Parish Applicants: 28

Maintenance

The rubbish previously left on Plot 80A has been removed and the area cleared.

Stambridge Gate Entrance Enhancement

Mr Bull (Plot 9) has requested permission to improve the area adjacent to the Stambridge Gate entrance to the allotment site. He proposes that he, together with members of RALGA, create and maintain a flower bed in order to improve the appearance of the entrance.

Members are asked to consider whether they have any objections to this proposal.

Trees and Vegetation

A number of tree-related issues were identified during inspections:

- Plot 91B – Tenant has advised that the plot cannot be worked until overhanging branches are removed.
- Plot 42A – Tree requires assessment due to its proximity to the pathway and the presence of large protruding branches.
- Plot 35B – Tree requires inspection and assessment.
- General concerns remain regarding several trees across the site.

A tree surgeon has been contacted and a quotation is currently awaited for the necessary remedial works.

Security Concerns

Following receipt of correspondence from the Chair of RALGA raising concerns regarding site security, officers were instructed to obtain quotations from three fencing contractors for the installation of matching 2-metre-high palisade fencing around the remaining open boundaries of the allotment site. The following contractors have been approached:

- Lemon Fencing (Rochford) – Site visit undertaken on 11 August 2026. Quotation awaited.
- Rayleigh Fencing (Rayleigh) – Site visit undertaken on 24 July 2026. Quotation awaited.
- Pro Fencing Ltd (Hullbridge) – Quotation received in the sum of £97,920.00 for the installation of 2-metre-high palisade fencing around the remaining three sides of the allotments.

A further report will be provided once all quotations have been received.

Plot Deposit Scheme Review

At the previous General Purposes Committee meeting, Members requested that investigations be undertaken into whether other allotment providers operate plot deposit schemes and, where they do not, how they manage plots surrendered in poor condition.

Enquiries were made with seven local councils with the following results:

Canewdon Parish Council

No deposit is charged. A deposit scheme was considered but rejected due to concerns that it could discourage potential tenants. Tenancy agreements contain provisions allowing recovery of waste removal costs, although these powers have not yet been tested.

Hockley Parish Council

No deposit is charged. Allotments exist but are not formally available to the public and no deposit scheme operates.

Rayleigh Town Council

A deposit of £100 is required from new tenants. This was increased from £30 last year. Officers advised that the deposit does not always cover the cost of restoring plots left in poor condition.

Hullbridge Parish Council

No deposit scheme operates.

Great Wakering Parish Council

No deposit scheme operates.

Stambridge Parish Council

No deposit scheme operates.

Southend-on-Sea City Council

No deposit scheme operates. However, tenancy agreements contain provisions allowing the Council to recover clearance costs from former tenants where plots are left in an unacceptable condition. The Council is currently pursuing cost recovery in at least one active case.

Plot Inspection Timetable Review

Following consideration of the current quarterly inspection process, officers have reviewed inspection periods to better align inspections with the allotment growing cycle and seasonal expectations.

It is proposed that future inspections be undertaken on the following basis:

March to May

Preparation and Planting Inspection

Plots should demonstrate evidence of preparation for the growing season, including cultivation, planting, or ground preparation.

June to August

Peak Growing Season Inspection

Plots should be substantially cultivated and under active management during the principal growing season.

September to November

End of Season Inspection

Plots should remain tidy and productive, with harvesting completed where appropriate and tenancy renewals undertaken.

December to February

General Maintenance Inspection

Focus on plot condition, maintenance, structures, waste control and general site management during the dormant season.

This revised timetable would provide clearer expectations to tenants and ensure inspection standards are aligned with normal horticultural practices.

RALGA Summer Show and Proposed Bouncy Castle

Members may recall that RALGA had proposed holding a Summer Show at the allotment site, which was expected to include a bouncy castle.

The event did not proceed due to poor growing conditions and reduced harvest yields resulting from the prolonged lack of rainfall.

As a consequence, RALGA did not progress arrangements for the proposed bouncy castle and ceased providing the associated safety documentation previously requested by the Council.

RALGA has advised that no further events are planned at the allotment site during the remainder of the year.

**Pro Fencing Ltd**

33 Elm Grove - Hullbridge - SS5 6ER

Co. Reg. No.: 12728852**VAT No.:** GB392400510**Email:** info@profencingltd.co.uk **Phone:** +441702231615**Website:** Www.profencingltd.co.uk

Rochford Parish Council
Rochford Allotments
United Kingdom

Quote

Quote No.: 2026-035

Date: 03.08.2026

Valid Until: 17.08.2026

Description	Quantity	Unit	Price	VAT	Amount
Palisade Security Fencing Supply and installation of 2m high w-pale triple point galvanised palisade security fencing	650	metre	110.00	20%	71,500.00
Gates supply and installation of 4m double leaf vehicle entrance gates	2	each	3,250.00	20%	6,500.00
Tree and bushes removal cutting back where necessary in various locations across the boundary lines to create a clearer path for fence installation	1	each	3,600.00	20%	3,600.00

Subtotal without VAT	81,600.00
VAT 20% of 81,600.00	16,320.00
Total GBP	97,920.00
Amount Paid	0.00
Amount Due GBP	97,920.00



FENCING

**LEMON FENCING LTD**

SOUTHEND ROAD, ROCHFORD, ESSEX, SS4 1HA

Phone : 01702 965620 / 01702 615333 Fax :

VAT Reg : 730993321

Email sales@lemonfencing.co.uk

QUOTATION : 37583

Revision No: 1

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

Deliver To : Rochford Parish Council
 Rocheway Allotments
 Rochford
 SS4 1DQ

Site :

Contact : James Faulkner
 Telephone : 01702 540722

Order No:
 Email: clerk@rochfordparishcouncil.gov.uk

Re : Perimeter Fencing

Description :

To supply and install approx 657m of 2.0m high security fencing with dig in posts set in concrete .
 Fences to be set onto clear fence lines , prepared by others , and no waste to be taken down or removed from site .

Good vehicle access to be provided to all areas as best as possible

Options :

Item 1 - To supply and install 2.0m high Triple Pointed Galvanised Palisade fencing system , with dig in posts set generally @ 2.75m ctrs

Item 2 - To supply and install 2.0m high Protek 1000 mesh fencing system , galvanised and powder coated Green 6005 , with dig in posts set in concrete generally @ 3.0m ctrs

QUOTE NO.	QUOTE DATE	ACCOUNT NO.	PREPARED BY	QUOTE EXPIRY DATE	PAGE
37583	17/08/2026	ROHCOUNC	STEVE	31/08/2026	1

PRODUCT	DESCRIPTION	QTY	PRICE EXVat	PRICE InclVat	DISC %	NETT VALUE	GROSS VALUE
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Options

	Item 1 - 2.0m Palisade fencing system						
FITMISC	Total cost supplied and installed	657.00	78.00	93.60	0.00	51,246.00	61,495.20
	Item 2 - 2.0m Protek 1000 fencing system						
FITMISC	Total cost supplied and installed	657.00	40.00	48.00	0.00	26,280.00	31,536.00

GOODS VALUE : 77,526.00

VAT : 15,505.20

QUOTATION TOTAL : £ 93,031.20

Prices on quotes can only be held for 14 days.

*Orders placed incorrectly or now unwanted by customer will incur a 25% handling charge + any return transport costs. Receipt or proof of purchase must be provided for any returns or refunds and must be within 14 days of purchase and kept in original packaging. Any bespoke items (or MISC codes) must be paid for upfront and are not returnable or refundable. The exchange of incorrectly ordered goods is at the managements discretion.

**Goods on deliveries only will not be carried through or around premises. All items will be delivered to front of property with no more than a 25m walk. Failure to advise us of any restrictions will result in the delivery not being made and no refund of delivery charge.

***Concrete products cannot be returned. Please check your products upon purchase before leaving or on acceptance of delivery.

****Please ensure that products chosen are fit for the purpose you require them for. Visit our website for details on product warranties. Please see website for terms & conditions.

Rocheview Allotments Tenancy Agreement



WHEREBY it is AGREED as follows:-

- 1) The Council agrees to let and the Tenant (Name) agrees to take on a yearly tenancy of plot (Plot Number), from the 1st Day of October until the tenancy shall expire or be determined in one of the ways mentioned in condition number 4) endorsed on the back hereon at the yearly rent mentioned above payable in advance on 1st October (and no later than 15th October) of each year, and a proportionate rent for any part of the tenancy year during which the tenancy may subsist.
- 2) The tenancy is subjected to a three month probationary period from the date of commencement of the tenancy. The tenancy is subject to the conditions endorsed on the back hereof, to any regulation now made or hereafter from time to time made by the Council for the regulation of the allotments under their control and to the provision of the Allotments Act 1908 to 1950 and any amendments thereto or re-enactments thereof, all which conditions, regulations and provisions the Tenants hereby expressly agrees to observe and perform.
- 3) The tenancy is subject to all exceptions, reservations and restrictive covenants (if any) contained in the Conveyance under which the Council hold the allotment site above referred to.
- 4) The Council reserves the right to alter the yearly rental and the conditions of tenancy from time to time, and such alterations will be declared to be incorporated in the Agreement.
- 5) The Tenant shall during the tenancy carry out the following obligations:-
 - a. It is the responsibility of the Allotment tenant to keep the plot in a clean, decent and cultivated condition free from accumulated rubbish. i.e. wood etc. weeds, grass cuttings or vegetation, which should be composted or taken home. Rubbish should not be put in or on the perimeter of the Allotment Site and this will be treated as "Fly Tipping".
 - b. No nuisance or annoyance, including the irresponsible lighting of bonfires shall be caused by the tenants to any tenant of any other part of the Allotment Site provided by the Council, or neighbouring residents.
 - c. Whilst we encourage family involvement, any visitors adult and children, must be advised of the tenancy regulations and ensure they do not encroach or visit other plots without the ploholders permission.
 - d. No livestock or poultry of any kind shall be kept on the Allotment other than a reasonable number of hens (not cockerels) or rabbits for the tenant's own domestic consumption. Permission from the council, as provider, should be sought in writing together with supporting documentation for housing and welfare prior to the keeping of such animals.
 - e. No dogs are to be brought onto the Site unless owned by the tenant; on a lead and remain within their plot. All dog fouling must be cleared and removed from Site
 - f. The tenant shall not assign the tenancy or sub-let or part with the possession of any part of the Allotment.
 - g. The tenant shall not erect any building or other permanent structure on the Allotment other than in accordance with the Terms and Conditions which are attached to this agreement.

- h. Tenants must not create a pond on the Allotment without the prior written consent of the Council. Ponds must be made from non-permanent materials i.e. not concrete or other hard landscaping material. Ponds must not be deeper than 50cm. The Pond area will be included as part of the non-cultivated area. Ponds must have a shallow sloping side and Tenants must ensure that the edges of the pond remain clearly visible. Ponds must not be allowed to stagnate. It is the Tenants responsibility to carry out a risk assessment to avoid any risk to other site users.
- i. All plot number signs must be maintained and visible at both corners of the plot (adjacent to the nearest main path) at all times. This will be checked by the Council as part of inspections.
- j. The Tenant shall keep and maintain in decent order all fences and ditches bordering the Allotment site; shall keep trim and in decent order all hedges forming any boundary of the Allotment Site.
- k. The tenant shall not without first obtaining the written consent of the Council cut, lop or fell any tree growing on the Allotment Site.
- l. The tenant shall cultivate the Allotment for, and shall use it only for, the production of fruit, vegetables and flowers for domestic consumption by the tenant and their family.
- m. All trees must be from dwarfing stock. Trees must be planted away from the paths and must not be allowed to grow over 3m tall. Tenants must ensure that they do not plant trees in a position which will cast a shadow over neighbouring plots.
- n. The tenant shall permit the inspection at all reasonable times of the Allotment Plot by any Member or Officer of the Council.
- o. The tenant shall not obstruct or permit the obstruction of the paths on the Allotments set out for the use of the tenants of the Allotment Plots. Pathways between allotments are the Tenants responsibility and must be kept clear from obstructions, i.e. overgrown fruit bushes (blackberries) wheelbarrows and waste. Paths should be approx. 2ft wide to allow access for wheelbarrows (1ft from your plot making 2ft between yours and a neighbour's) Where an allotment runs along the main central path (roadway) providing a space of approx. 4ft.
- p. The tenant shall not draw water from the taps by use of hosepipes and sprinklers to water crops. This includes siphoning water from tanks. This is to conserve water. Dispensation to this condition may be given to registered disabled persons. Tenants are asked to refrain from washing tools and produce in the water tanks as this will result in a build-up of silt.
- q. Cars should be parked in the designated parking areas; however they may be driven up the road to enable transferring tools or equipment to your plot then returned to the parking area. Dispensation to this condition may be given to registered disabled persons.
- r. All tenants are responsible for the security of the site. Tenants must obtain a gate key from the Council and should lock the gates when entering and leaving the site. Allotment gates should be locked at all times to deter trespassers and thieves. Site keys must not be copied. Loss of a site key must be reported to the Council. Replacement keys can be obtained upon payment of a fee. All gate keys must be returned on termination of the tenancy.
- s. Bonfires are only allowed from the month of October through to March and only on such times as identified in the terms and conditions.
- t. No Barbecue's are allowed on the plots.

6) The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charges upon the Allotment Site.

7) If the tenant shall have been in breach of any of the foregoing provisions of this agreement for a period of one month the council may implement the Termination of Tenancy Policy without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.

8) On the termination of this tenancy, the tenant shall be entitled to receive such compensation as is provided for by the Allotments Act 1908 to 1950 but if the tenant shall before claiming compensation from the Council give to it notice in writing of the matters in respect of which any such compensation has been paid or promised.

9) Any notice required by the Agreement to be given to the Council shall be delivered to or sent by post to the Clerk to the Council and any notice to be given to the tenant shall be treated as sufficiently serviced if left at or delivered by registered or recorded delivery post to the address at the head of this Agreement.

Clerk to the Council: *Emma Terris*

Tenant _____

Updated October 2025



ROCHFORD TOWN COUNCIL

Parish Council Rooms
West Street
Rochford
Essex SS4 1AS
01702540722
clerk@rochfordparishcouncil.gov.uk

TERMS AND CONDITIONS OF ALLOTMENT TENANCY

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1.ACCESS

a. Roads

The tenant shall not enter the allotment site except by the proper roads, paths or gates. Tenants must not allow access to third parties through supply of their keys or lock combination number. If a tenant is away on a holiday or due to illness and has asked a relative or friend to maintain the allotment plot, the tenant must submit the name and details to the RPC or the Allotment Assoc.

b. Gates

Except when in use gates to the site must be closed and always locked, even if they are found to be open or unlocked, to ensure no unauthorised access to the site.

Tenants of allotment plots adjacent to main (vehicle) access roads shall ensure that the road is always kept free of obstructions and hazards.

c. Garden Gates

Should the tenant live adjacent to their allotment and have a gate between the two, they must ensure that it is securely fastened from the Garden side to deter intruders to the site. When the tenancy is no longer required the gate must be removed.

2.BONFIRES

Garden rubbish on the allotment plot can only be burned in small and manageable bonfires and must be always supervised. The tenant must have regard to the effect of the smoke on other tenants and occupiers of neighbouring premises. Tenants must not allow any bonfires to burn in such a way as would cause a smoke nuisance (as defined in the Environmental Protection Act 1990 section 79) The tenant may be subject to enforcement action under the terms of the act, if they disregard this condition, if found guilty they will be subject to a loss of the tenancy of the allotment plot.

Bonfires are permitted from 1st October – on the first Saturday of the month and every Tuesday until 31st March from 12.00 to dusk, fires be out and not left unattended.

It is strictly prohibited to burn any of the following materials the allotment plot:

- Rubber/Plastics/Foam/Paint
- Any materials originating outside of the allotment site/plot
- Any materials producing Black toxic smoke
- Any animal waste.
- Any other hazardous material that could cause environmental damage

The tenant must not use any flammable material, for example petrol, to assist burning

3.CHANGE OF CONTACT DETAILS

The tenant must give a written notice of any change of address or telephone numbers and email addresses with one month of such change. If the Council do not receive notification from the tenant and any correspondence to the tenant's address is returned undelivered, the Council may terminate the allotment tenancy

d.

4. CHEMICALS/PESTICIDES

Any pesticides must comply with current, legislation regarding storage and usage. The storage of materials other than for direct and immediate use on the plot is prohibited. Tenants should ensure that when spraying takes place it is not allowed to drift into the paths or other tenant's plots.

5. CHILDREN

The tenant shall ensure that any children brought on to the site should be always accompanied by the tenant or other responsible adult. Children must stay on the tenant's allotment plot. Ball games and bicycles are not permitted on the allotment site.

6. COMPOSTING

The tenant shall maintain any compost heap in a tidy condition and must be in proportion of the plot

7. CULTIVATION OF AREA

Cultivated area is 75% of the total plot, prepared and worked to raise crops, namely fruit, vegetables or flower production. At any time, the tenant is required to have their plot in a cultivated state, to regularly dig or mulch, prune and weed this area.

Compost bins, Green Houses, Poly Tunnels and Fruit/vegetable Cages are also included within the cultivated area, as are ornamental flowers (although no more than 25% may be devoted to growing flowers) and Green Manures. A maximum of 10% of the cultivated area is allowed for grass paths.

The non-cultivated area is to be used for such items as Sheds, Water butts, ponds and seating area and livestock, both ponds and livestock are limited to 10% of the uncultivated area.

The tenant will keep the allotment plot free from weeds, well manured and at least 75% of the plot maintained in a proper state of cultivation.

If for any reason the tenant is unable to maintain the plot for a period of more than 6 weeks, i.e. Due to an illness, or a holiday, the tenant or relative should notify the RPC in writing. Regular failure to maintain the plot may result in termination of the Tenancy

8. DEATH OF A TENANT

The tenancy shall be terminated - one month after notification of the death of a tenant. The tenancy will not automatically transfer to a next-of-kin or other person who the tenant may have desired or nominated to succeed to the tenancy

9. DISPUTES BETWEEN TENANTS

In the event of any dispute between tenants the affected parties should contact the RPC for mediation. The Council will not be able to act on disputes between tenants unless appropriate evidence is provided. The decision of the authorised Council Officer shall be final.

10. DISCIPLINARY PROCEDURE

Any Complaints should be put in writing to the Clerk, with photographic evidence, if possible, in accordance with the Council's Complaints Policy. Should the complaint be upheld against another plot holder they may be at risk of losing their tenancy. Should the complaint be upheld against a member of staff it will be dealt with via internal disciplinary procedures.

11. DOMESTIC PETS - DOGS

The tenant shall ensure that any dogs brought onto the allotment plot are kept on a lead and always kept under control. Tenants must ensure the responsible removal and appropriate disposal of dog faeces. It is not permitted to bring cats onto the allotment site

12. FIRE SAFETY

Barbeques, gas cylinders, gas stoves. Ovens, wood burners and accelerators are strictly prohibited on the allotment site

13. HEALTH AND SAFETY

The plot holder has a duty of care to anyone on their plot and to keep their plot clear of hazards and rubbish. All rubbish from the Allotment is the responsibility of the tenant and should not be allowed to accumulate i.e. unused equipment, wood etc. even weeds, grass cuttings or vegetation (which should be composted or taken home or refuse centre. Any rubbish put in or around the perimeter of the Allotment be treated as 'Fly Tipping'

- Any Health & Safety concerns within the tenant's own plot or the site should be reported to RPC.
- Plot holders should report any incidents of vandalism or fly tipping (with photo if possible) to the police, obtain an incident number and inform the RPC or both.
- It is the responsibility of anyone who uses Pesticides to ensure reasonable precautions are taken to protect the health of humans, creatures and plants, the environment and pollution of water.
- All structures must be properly maintained, in a good state of repair and to be fit for the purpose. The Council have the right to demand any unfit structures to be removed by the tenant.

14. HARASSMENT AND EQUAL OPPORTUNITIES

The Council condemns all forms of discrimination, harassment or victimisation. RPC will act against anyone who produces or displays material which people may find offensive or anyone who threatens assaults or victimises someone. If a tenant causes or takes part in discriminatory behaviour, harassment or intimidation he/she will not be allowed to keep their allotment plot and may be prosecuted. Tenants are responsible for other people they allow onto the allotment site. If a tenant or their visitor has been involved in anti-social behaviour on the allotment site, the Council may terminate the tenancy agreement.

No one will be disadvantaged in their application for an allotment plot because of their ethnicity, gender, disability, sexual orientation, age, class, income, whether employed or not or religious belief.

Where the tenant is cautioned or convicted of any offence in relation to the allotment site, the Council maintains the right to terminate the tenancy.

15. HAZARD WASTE

The bringing on to site and use of polluting materials such as tyres, carpets, asbestos, glass will be treated as illegal disposal of waste and will result in immediate notification to the tenant and a warning notice issued.

16. INSPECTIONS

Any Officer of the Town Council or appointed member is entitled at any time to enter and inspect the site or individual plots. Regular inspections will be carried out on a quarterly basis.

Any plot found to be in breach of the terms and conditions, the termination procedure will be activated.

17. LIVESTOCK

Whilst the plot should be used mainly for growing vegetables and fruit you may be able to keep hens (not cockerels), rabbits or bees for human consumption, however you must request permission from the Town Council and provide evidence of the following:

- Insurance in case of straying and causing damage
- Suitability of fences and structures
- Correct living environment which enhances the site
- Contact details for 24/7 availability in case of emergencies.
- No more than 10% of the uncultivated area may be used for livestock.

18. NEW TENANCIES

When a new tenancy commences the rent for the year or part therefore of the tenancy year as appropriate will be taken. The tenant will also be subject to a three month probation period, after which they are expected to have at least 25% of their plot cultivated. Plots should 50% cultivated after 6 months and 75% cultivated after 12 months. At the end of which, if the plot has not achieved an acceptable level of cultivation, the tenancy will be terminated.

19. NUISANCE AND ANTI-SOCIAL BEHAVIOUR

The tenant shall not do or permit to be done any of the following:

- Cause any nuisance, annoyance or damage to the allotment plot or to a tenant of any adjoining or neighbouring premises.
- Deposit any refuse on or obstruct any path set out for the use of allotment plot holders
- Use any building or shed on the allotment plot for residential or sleeping purposes
- Bring firearms or air rifles onto the allotments
- Take any produce or equipment or belongings from other tenants plots
- Hold Social, family and group gatherings
- Cause nuisance to other allotment plot tenants by playing loud music

Anti-Social behaviour may result in the termination of the tenancy agreement and the RPC may refuse to grant you tenancy of another allotment plot.

20. PARKING

Cars should be parked in the designated parking areas, however they may be driven up the road to enable transferring tools or equipment to your plot then returned to the parking area.

Dispensation to this condition may be given to registered disabled persons

21. PATHWAYS

A 2ft wide pathway must be maintained and kept clear or obstructed by overgrown bushes or trees, wheelbarrows or waste by the tenant where such paths have been provided. Paths should be 1ft around each plot, making a 2ft wide path between you and your neighbour. Where the path runs along the main central path the size will be doubled providing a space of approx. 4ft.

22. PATHS

Paths are permitted on the cultivated area but must not total less than 10% of the cultivated area.

23. PERSONAL DETAILS

It is the tenant's responsibility to notify the Council of any change in personal circumstances i.e. change of address.

24. PLOT NUMBERS

All plots should have two plot number signs and should be clearly displayed in a prominent position at the front and rear of the allotment plot, adjacent to the nearest path. The font size must be large enough to easily identify the plot number and not obscured by foliage. This will be checked as part of the regular inspection.

25. PONDS

The tenant must not, without written permission of the Town Council dig a pond into their plot. Any pond which is allowed must be planned and agreed with the Town Council. It must be regularly maintained, have benefits to the wildlife and be no deeper than 50cm to reduce the risk to others. Ponds will be included as part of the un-cultivated area and cover no more than 10% of this area and not be near pathways. Ponds must be of a temporary nature and must not be formed of concrete or other landscaping material. They must have shallow sloping sides and tenants must ensure that the edge of the pond remains clearly visible and the water must not be allowed to stagnate

26. RE-CYCLING RUBBISH

The tenant shall keep the allotment plot and the surrounding area clear of litter, refuse, or other rubbish.

Tenants are encouraged to recycle and/use re-use materials in an environmentally friendly manner. The tenant shall not deposit or permit to be deposited on the allotment plot any refuse or decaying matter (except manure and compost in such quantities as may reasonably be required for the use in the cultivation of the allotment plot) or place any refuse or matter elsewhere on the allotment site. This will be deemed a fly tipping

Tenants are not allowed to bring onto the allotment plot any rubbish for the purposes of disposal. Any non-recyclable items should be taken to the local amenities.

27. SALES & SUB-LETTING

a. SALES

The plot holder is not permitted to run the allotment as a business.

b. SUB-LETTING

Sub-letting (this includes private arrangements where a 3rd party contributes towards the rent) is not permitted.

28. SERVING NOTICE

Any notice may be served personally or left at his/hers last known residence or by letter sent by recorded or registered delivery or by fixing in a conspicuous manner to the plot.

29. STRUCTURES

Structures under 1m are not regulated. Structures between 1m and 2m (including sheds and greenhouses) should not exceed 50% of the plot square meterage. Any structure over 2m in height will require permission which will only be granted in exceptional circumstances.

- Anyone with existing structures which exceed the regulations will be allowed to retain them until such time as they give up their tenancy
- A tenant shall not, without prior written consent of the Council, erect on the allotment plot a structure which is not meeting the above regulations. i.e. tool house, shed, greenhouse, poly tunnels, fences or any other building or structure.

a. SHEDS

The tenant must not, without written permission from the Town Council erect a shed. Any shed allowed must not exceed 6ft by 4ft, must not be on a concrete base or impinge on a neighbour's plot. The Shed will be included as part of the non-cultivated area. Tenants who have a shed are encouraged to have a water butt to recycle the rain and reduce the amount of water used via piped supply, however IBC tanks do require permission from the Council.

When the tenancy is relinquished, the tenant shall be responsible for the removal of the shed and the IBC tank.

b. GREEN HOUSES

Must be made of Polycarbonate Material, with secure window's to minimise wind damage, and must be no more than 6ft by 8ft in size.

c. POLY TUNNELS

Must be no larger than 4m x 2m and permission requested from the Council.

Where unauthorised structures have been erected, the Council shall require the tenant to remove the structure.

Where a Termination Notice or Notice to Quit has been issued by the Council, the tenant must ensure that all sheds or structures on the plot are emptied of all contents and any padlock removed. Failure to do so will result in the Council removing and destroying any padlock and contents. Unauthorised structures must be removed by the tenant or the Council may remove the structure itself and charge the tenant with the cost of doing so.

30. TERMINATION OF TENANCY

If the family wish to retain the tenancy, following the death of the tenant, they will have to reapply.

The tenant may terminate the tenancy by giving one month's notice together with the following.

- Return the gate key. The key deposit will be refunded.
- Removal of Shed/Greenhouse/polytunnel (as necessary)
- Removal of tools and produce.

Rochford Town Council will terminate the tenancy if the rent is not received within 28 days of the renewal notice being issued.

Rochford Town Council may terminate the tenancy within three months from the commencement of the tenancy, if the plot is not at an acceptable level of cultivation.

- Termination Procedure for failing to keep the plot in a good state of cultivation.
 - Notice of Breach of Tenancy in the form of a written warning will be issued giving the tenant 28 days to comply.
 - Only one written warning will be issued during the lifetime of the tenancy.
 - If after the written warning, the tenant fails to comply a Notice to Quit will be issued giving the tenant 28 days to comply.
 - If at a future date the plot again has a Breach of Tenancy a Final Warning will be issued giving the tenant 28 days to comply.
- If after the Final Warning the tenant fails to comply the Council shall be entitled to terminate the tenancy after the 28 days' notice.

It is the tenant's responsibility to contact Rochford Town Council if they are unable to maintain their lot or wish to give up their tenancy.

The Town Council will take into account exceptional circumstances such as ill health and bereavement if cultivation targets are not met. Tenants must notify the Council as soon as these circumstances occur, so that the Termination of Tenancy procedure can be put on hold.

A tenant may nominate a co-worker to assist with their plot, subject to written consent from the Town Council.

The co-worker will only be entitled to take on the tenancy of the Allotment plot, should the original tenant surrender it, if their name has been added to the tenancy agreement as a joint owner.

Whilst the Council encourages tenant co-operation, assisting a plot holder does not give any right to take over the tenancy.

31. TRADE

The tenant **shall not** use the allotment plot, or allow it to be used, for the purposes of any trade or business. The storage of commercial equipment is not permitted.

32. TREES

The tenant shall not, without prior consent of the Rochford Town Council, cut, prune, remove or interfere with any timber or trees outside the boundaries of their plot. Tenants must ensure that any trees, shrubs or vegetables they have planted on their plot are regularly maintained and do not overhang onto neighbouring plots, paths or roads.

Any trees planted within the plot must be from dwarfing stock and not allowed to grow over 3m tall (9ft. 10 inches) and must be planted away from paths and not in a position which casts a shadow over neighbouring plots

33. VISITORS

Only the tenants or person authorised by the tenants are allowed on your plot. You must set the rules for your limits.

The tenant shall use the allotment plot only for the purpose of growing vegetables, fruit and flowers. Family and social/group gatherings are not permitted on allotment plots.

34. WASTE DISPOSAL

Allotment plots must be kept in an orderly and tidy condition and kept free from Rubbish. All rubbish is the responsibility of the Tenant and should not be allowed to accumulate, either compost or take home. Any rubbish put in or on the perimeter of the allotment site (the hedge boundary) will be treated as 'fly tipping'.

- Items should not be brought onto the plot unless you know they will serve a useful gardening purpose and will be cleared appropriately.
- Non-compostable materials i.e. Carpets/underlay/corrugated iron sheets/asbestos panels cannot be used to cover plots and are not allowed on site.
- Rubber Tyres must not be used on the allotment plots due to contamination issues.

35. WATER SUPPLY

The tenant shall not waste or contaminate the water supply or wash produce or gardening equipment in water tanks or interfere with by attaching a hosepipe to or siphon water from any water tank.

Water tanks are for the use of all tenants.

The Council may shut off the water supply when it is deemed necessary, including for the purposes of emptying the pipes owing to frost or any other cause

Special dispensation to this condition may be given to registered disabled persons.

36. WRITTEN CORRESPONDENCE

Any written correspondence, for example, letters, notices, forms etc. from the Council to the tenant shall be sent to the tenants last known address

Appendix I DEFINITIONS

1. Allotment

Allotment Act (1922) – Wholly or mainly cultivated by the occupier for the production of vegetables or fruit by themselves or their family

2. Cultivated Area 75% of total plot

Prepared and worked in order to raise crops; promote and improve growth by labour and attention; as well as broken soil in preparation for sowing, planting, tending and harvesting of crops.

The cultivated area means 75% of the plot to be cultivated for and subsequently planted with crops, namely for fruit and vegetables, or flower production. At any time the Tenant is required to have their plot in a cultivated state, to regularly dig or mulch, prune and weed this area. Compost bins, green houses, cloches, Polytunnels and fruit cages are also included within the cultivated area, as are ornamental flowers (although no more than 25% of the cultivated area may be devoted to growing flowers) and Green manures. A maximum of 10% of the cultivated area is allowed for grass paths,

Plots must be cropped and harvested. It is not sufficient to simply keep them clear of weeds but to leave them unplanted. Any such plots will be considered uncultivated and in breach of tenancy.

3. Partly Cultivated

Less than 75% of the cultivated area is cultivated as per 2 above.

4. Inspection Criteria

The following will be included in the monthly inspections made by members of the Town Council:

- General Condition
- Rubbish on Plot
- Hazardous Objects
- Percentage Cultivated
- Structure Condition
- Pathway condition
- Plot Numbers clearly visible
- Non-cultivated items kept within percentage.

5. Not at an acceptable level of Cultivation

Less than 75% of the cultivated area is cultivated as per 2. above.

6. Uncultivated Area 25% of total plot

The Council recognises that tenants may wish to have items on their plot to assist with the cultivation and will allow up to 25% of the plot to be used for items such as Sheds & water butts, ponds, seating area and livestock, however both ponds and livestock are limited to 10% of the uncultivated area.

7. Overgrown
Plot is covered with plants that have been allowed to grow wild.
8. Untidy with Rubbish
Plant waste and other refuse strewn across the plot and adjoining paths.
9. New Tenants
New tenants have a 3 month grace period without inspection, after which they are expected to have at least 25% of their plot cultivated. Plots should be 50% cultivated after 6 months and 75% cultivated after 12 months. If this is not achieved the tenancy may be terminated and the plot re-let.
10. Registered Disabled Persons
As evidenced by sight of Personal Independence Payment or equivalent

Appendix II

BONFIRES ON ALLOTMENTS

Please compost rather than burn. Many weeds and in fact almost any non-woody plant can be composted; provided there is sufficient heat generated composting will destroy weed seeds. However, pernicious weeds such as Japanese Knotweed, plants infected with fungal diseases like Club Root, Downy Mildew or White Rot should be burnt (when dry) or taken to an approved tip. Please move stored material that is to be burnt to a new location prior to starting the fire to ensure that any animals etc, within can escape.

PERMISSABLE BURNING TIMES

Between 1ST October and 31st March

On a Tuesday and

First Saturday of the month only

BONFIRES MUST NOT BE STARTED BEFORE 12 NOON & MUST BE EXTINGUISHED, IF NOT BURNT OUT, BY DUSK

- No material other than that produced on your plot is to be burnt.
- Only burn when there is a westerly wind to avoid causing a nuisance to local residents.
- Only organic matters such as wood, pruning's and dry vegetable matter to be burnt.
- Start your bonfire with a small pile, when it is very hot add more material to it gradually, wait until this has virtually burnt, then add more etc.
- Non-vegetable matter such as plastic, rubber, roofing felt or bitumen, carpet, animal waste etc. shall not be burnt. Flammable liquids such as old sump oil shall not be burnt or used to light fires.
- Extinguish the bonfire before leaving the site – do not let the fire smoulder after you have gone.
- Only burn on your own plot, do not light fires for others.
- In the event of a reasonable complaint to the plotholders from another tenant, or a member of the public, with regard to a nuisance being caused the bonfire must be extinguished immediately.

PLEASE NOTE: ANY VIOLATION OF THESE TERMS OR CONDITIONS WILL LEAD TO TERMINATION OF TENANCY.

Rochford Town Council will not accept liability for any loss, damage or nuisance caused to other plots or adjacent land, or any injury caused by bonfires. Any such loss, damage, nuisance or injury caused will be regarded as the responsibility of the person lighting the fire.

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	General Purposes
DATE OF MEETING:	17 th July 2019
SUBJECT:	Rochford Lawn Cemetery – Paradiso
AUTHOR	Clerks Assistant
CIRCULATION	General

To consider a memorial application submitted by **J Day & Son Ltd Memorial Masons** for the erection of a headstone in memory of **Ivor Henry Jones**, constructed from **Paradiso Granite**, and to determine whether the proposed material complies with the Council's cemetery regulations.

Background

The applicant's memorial mason, **Linda of J Day & Son Ltd**, has confirmed that the proposed memorial material is **Paradiso Granite**.

The mason has advised:

"The granite is naturally quarried and can vary in tone and markings."

The formal memorial permit application is expected to be submitted once signed by the Registered Grave Owner and returned via the relevant Funeral Director.

Relevant Cemetery Regulations

The Council's Memorial Regulations state:

"Any headstone must be of natural stone of any natural colour i.e. grey or black and in keeping with the cemetery in form and style."

Section 7.1, Memorial Regulations.

The Cemetery Information Leaflet further states:

"Grave memorials must be made of durable natural stone, white marble or granite."



Noticeboard Company Cumbria Ltd

9 Garden Street,
Kendal,
Cumbria
LA9 7EB

E: info@noticeboard.company
T: 01539 628309

Rochford Town Council Noticeboards

James Faulkner

Quote Date: 04.08.2026

Expiry Date: 03.09.2026

Section name

Product Name	Price	QTY	Subtotal
Icarus Double Door Post Mounted External Notice Board With Ornate Posts - A2P x 2	£2,391.00	1	£2,391.00

- 5 Year Guarantee
- Double Door Noticeboard
- Superior Vandal & Weather Resistance
- Air Ducts to Minimise Condensation
- Powder Coated Frame, Header & Colour Co-ordinated Posts
- Magnetic Or Felt Colour Co-ordinated Inner Panels
- Shaped Printed Header Panel
- Ornate Posts With Ball Finials & Embellishments
- Premium High Grade Aluminium Frame
- Stainless Steel Key or Community Thumb Locks

[Click Here To View Product Online](#)



Fully insured installation	£795.00	1	£795.00
£5 million public liability			
Removal and legal disposal	£150.00	1	£150.00

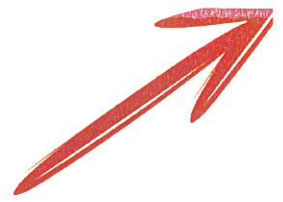


Noticeboard Company Cumbria Ltd
9 Garden Street,
Kendal,
Cumbria
LA9 7EB

E: info@noticeboard.company
T: 01539 628309

**Download
this quote**

Click 'Other Actions' to print
or save this quote as a PDF



Noticeboards Online Quote

Thank you for requesting a product quote. We have selected the most appropriate product(s) from our range and included prices for our optional installation service.

Price Promise Guarantee

We are so confident that our prices are the best that we offer the lowest price guarantee. So in the event that you find the identical product elsewhere for a lower price, we will beat it.

If you're about to buy a noticeboard from another supplier, please give us the opportunity to beat their price and we'll save you money. We offer the longest guarantees in the industry and promise to have the lowest prices.

If you would like to discuss this quote or need further information, please email us at info@noticeboard.company or call 01539 628309.

Created by:

Chris Ellison-Newton
Noticeboard Company Cumbria Ltd



The Workshop
Winnington Avenue
Northwich
Cheshire
CW8 4EE
tel: 01606 871188

email: info@parishnoticeboards.co.uk
www.parishnoticeboards.co.uk

James Faulkner
Email quote: deputy@richfordparishcouncil.gov.uk
tel: 07848 438408

6th August 2026

Ref: Rochford tc

Dear James,

Further to your recent enquiry I have pleasure in enclosing your design proof and written quotation for the noticeboard you require.

NOTICE BOARD "prestige" range aluminium

Supply new Security Notice Board 80mm deep. To size 1200mm(h) x 1500mm(w) overall, landscape, comprising of 2 equal door areas, the door elements to be right and left hinged 2 locks, 4mm toughened glass glazing and an internal magnetic backboard with approx visual areas A1 size (841mm x 549mm)

The board comes with a fabricated aluminium domed header and mounted onto a pair of 'ornate' style aluminium posts @3m overall length. All powder coated to a RAL colour of your choice

Vinyl lettering applied to the board to agreed wording

The price for the above comes to

£2250.00 + vat

As above but with 80mm square posts comes to

£1780.00 + vat

Delivery of either option £75.00 + vat

Lead times are currently 35-42 working days. All above prices are exclusive of VAT. This quote is valid for a period of 30 days

Payment terms are a 50% deposit, by cheque (made payable to "Signs of Cheshire Ltd"), BACS or debit card with confirmation of order, and the balance due within 7 working days of receipt of goods.

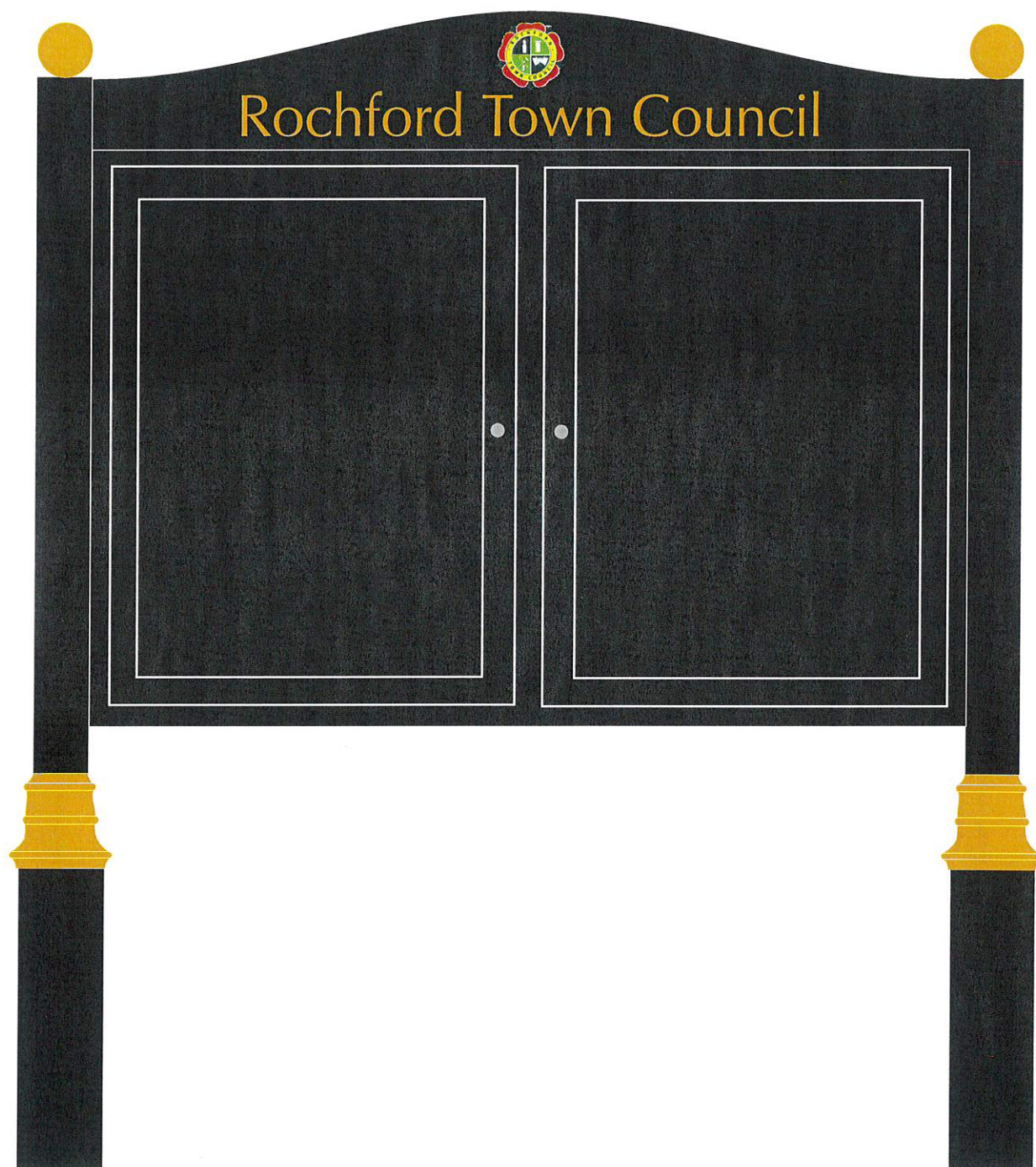
I trust the above is acceptable but should you have any queries relating to the above quote and/or designs please do not hesitate to contact me.

I look forward to receiving your enquiry/order in due course

Many thanks

SJ Johnson

Simon Johnson
Managing Director

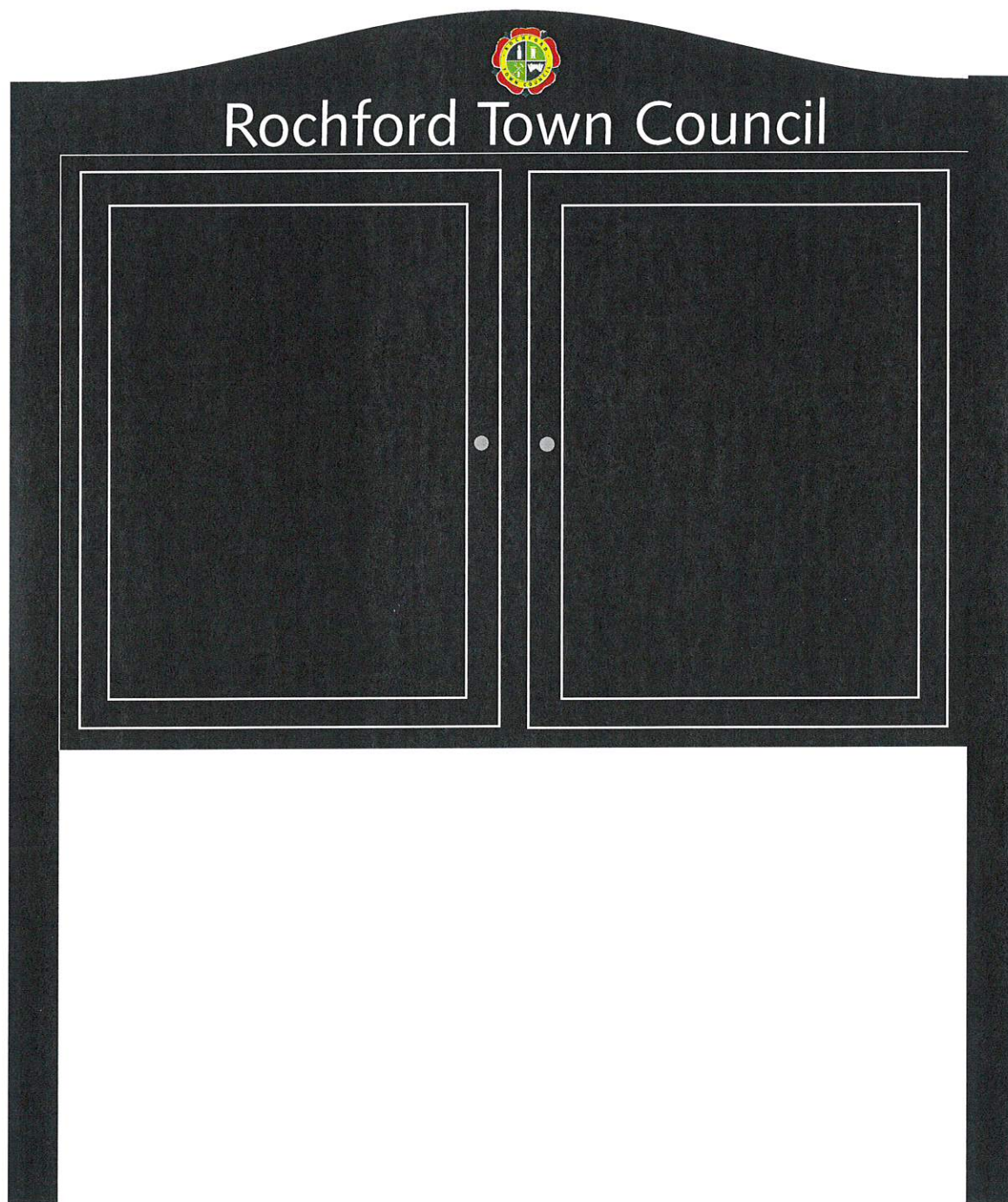


DATE : 06-08-26

SCALE :

REF : rochford tc

TITLE : PROPOSED "PRESTIGE" RANGE 2dr A1 SIZED ALUMINIUM
NOTICEBOARD.
MOUNTED ONTO 'ORNATE' STYLE ALUMINIUM POSTS



DATE : 06-08-26

SCALE :

REF : rochford tc

TITLE : PROPOSED "PRESTIGE" RANGE 2dr A1 SIZED ALUMINIUM
NOTICEBOARD.
MOUNTED ONTO 80mm sq ALUMINIUM POSTS

**Noticeboard Company Cumbria Ltd**

9 Garden Street,
Kendal,
Cumbria
LA9 7EB

E: info@noticeboard.company

T: 01539 628309

Rochford Town Council Noticeboards

James Faulkner

Quote Date: 04.08.2026

Expiry Date: 03.09.2026

Subtotal	£3,336.00
VAT	20 %
Total	£4,003.20

(Prices include delivery to mainland UK and exclude installation)

Optional Fully Insured Installation

Installation into soft ground (grass/soil etc)

Installation into hard ground (concrete/tarmac/paving etc)

Installation onto wall

Removal and legal disposal of old notice board

For an exact installation price, please visit www.noticeboard.company

From £795.00 + VAT

From £895.00 + VAT

From £600.00 + VAT

From £150.00 + VAT

Delivery Options

Standard UK mainland delivery*

Specify AM or PM delivery

Receive call from courier with delivery time

FREE

£20.00 + VAT

£20.00 + VAT

**Noticeboard Company Cumbria Ltd**

9 Garden Street,
Kendal,
Cumbria
LA9 7EB

Rochford Town Council Noticeboards

James Faulkner

Quote Date: 04.08.2026

Expiry Date: 03.09.2026

E: info@noticeboard.company

T: 01539 628309

How To Place An Order

If you would like to accept this quote, please complete the information below and a member of the sales team will be in touch. Alternatively call us on 01539 628309 or email info@noticeboard.company.

If your order requires personalisation or design, we will take a design brief and provide visuals of your new bespoke product prior to manufacturing.

Name:

Company/Organisation:

Date:

If you wish to cancel your order please contact us immediately. In the event we have already proceeded with production of your order it may be too late to cancel. If it is possible to cancel your order then a charge of £75.00 will be made to cover administration costs. In addition, all costs incurred for work already carried out (including design and artwork) up until the date of the agreed cancellation will also be charged for. Please visit www.noticeboard.company for our full terms and conditions.

ROCHFORD PARISH COUNCIL	
REPORT	

COMMITTEE	General Purpose
DATE OF MEETING	9 th September 2026
SUBJECT	Responsibilities of the Fishing Licence Holder
AUTHOR	Clerk's Assistant
CIRCULATION	Full Council

Introduction

Rochford Town Council remains responsible for the overall management of the site as leaseholder, the Fishing Licence delegates a number of operational responsibilities relating to the fishery to the Fishing Licence Holder. This document summarises those responsibilities.

1. Fishery Management Responsibilities

Clause Responsibility

- 4.2(a) Exercise fishing rights safely and in a proper sportsmanlike manner.
- 4.2(b) Exercise fishing rights in accordance with all laws and byelaws.
- 4.2(c)(i) Prevent use of prohibited baits, lures and weights.
- 4.2(c)(ii) Ensure only authorised angling equipment is used.
- 4.2(c)(iii) Ensure fishing activities do not cause pollution.

2. Bailiff and Enforcement Responsibilities

Clause Responsibility

- 4.5 Employ an adequate number of bailiffs while fishing is taking place.
- 4.6 Investigate complaints referred by Rochford Town Council.
- 4.6 Provide a written response to complaints within five working days.
- 4.6 Undertake regular inspections to regulate night fishing.
- 4.24 Inspect rod licences and enforce fishing regulations where applicable.

3. Water Quality and Fish Welfare Responsibilities

These obligations are particularly relevant to fish health incidents, pollution concerns and fish mortality events.

Clause Responsibility

- 4.19 Monitor the quality of the water.
- 4.19 Monitor the welfare of the fish.

- 4.19 Monitor habitat conditions.
- 4.20 Carry out surveys of fish, insect and plant life to measure the effects of pollution.
- 4.21 Assess damage caused by pollution and identify its source.
- 4.22 Identify areas where fish restocking may be beneficial.

Practical implication

Where fish deaths occur, the licence places the primary operational responsibility upon the Fishing Licence Holder to:

- Monitor the fishery.
- Assess possible causes.
- Monitor water quality.
- Consider pollution impacts.
- Report findings.

4. Bank, Swim and Erosion Maintenance Responsibilities

Clause Responsibility

- 4.8 Maintain the banks and fishing swims in a safe condition.
- 4.8 Carry out major maintenance works where serious erosion becomes evident.
- 4.23 Monitor erosion.
- 4.23 Arrange reconstruction of riverbanks where required, taking account of conservation and aquatic life.
- 4.7 Control excessive aquatic weeds and obtain any required consents.

5. Meadow and Grounds Maintenance Responsibilities

The final Fishing Licence places specific maintenance responsibilities on the Licensee.

Reference	Responsibility
Licensor's Obligations Section	Carry out grass cutting on Meadow 1 as agreed with RTC.
Licensor's Obligations Section	Strim paths within Meadow 2.
Licensor's Obligations Section	Maintain Meadow 2 as a wild area unless otherwise agreed with RTC.

6. Community Engagement Responsibilities

Clause Responsibility

- 4.9 Allow pond dipping and training sessions for children and families free of charge, by agreement with RTC.

- 4.10 Provide free fishing sessions for young people at the small lake.

7. Safeguarding Responsibilities

Clause Responsibility

- 4.11 Ensure appropriate safeguarding measures are in place when activities involve children, young people or vulnerable adults.
- 4.11 Ensure adequate DBS-checked adults are present.
- 4.11 Provide DBS records upon request.

8. Site Management Responsibilities

Clause Responsibility

- 4.13 Not interfere with RTC's rights over the site.
- 4.14 Keep access routes, banks and waters free from obstruction.
- 4.15 Avoid creating nuisance, annoyance or disturbance.
- 4.16 Prevent damage to land, trees, hedges and vegetation.
- 4.17 Report damage immediately to Rochford Town Council.
- 4.18 Keep banks clear of rubbish and discarded angling equipment.
- 4.28 Notify RTC of trespassers and unauthorised fishing activities.

9. Restrictions on the Fishing Licence Holder

Clause Restriction

- 4.26 No alterations or additions to the banks without agreement.
- 4.27 No advertisements, signs or notices may be displayed.
- 4.15A Maintenance works should normally be undertaken between 1 October and 31 March unless otherwise agreed with RTC.

10. Insurance Responsibilities

Clause Responsibility

- 4.29 Maintain Public Liability Insurance.
- 4.29 Maintain cover of at least £5 million.
- 4.29 Provide evidence of insurance upon request by RTC.

Recommended Records Held by RTC

RTC should obtain and retain:

- Insurance Certificate.
- Policy Schedule.
- Renewal Date.
- Evidence that fishing activities are covered.

11. Meeting and Reporting Responsibilities

Clause Responsibility

- 4.25 Attend quarterly working party meetings.
- 4.25 Provide updates on works completed during the previous three months.
- 4.25 Provide details of works proposed during the next three months.

12. Relationship to RTC's Lease Obligations

The Doggetts lease requires Rochford Town Council to:

- Manage the site.
- Monitor the fishing licence.
- Maintain the public open space.
- Participate in the Joint Management Group.
- Maintain inspection records.
- Manage risks within the site.

The Fishing Licence delegates many day-to-day fishery responsibilities to Clayton Barber, including:

Fish welfare monitoring

Water quality monitoring

Habitat monitoring

Erosion monitoring

Bank maintenance

Bailiffing and enforcement

Fishing-related community activities

Fishing-related insurance

However, Rochford Town Council remains responsible for overseeing compliance with those obligations as leaseholder and licensor.

Key Areas RTC Should Regularly Monitor

1. Public Liability Insurance (£5m minimum).
2. Water quality monitoring records.
3. Fish welfare monitoring.
4. Fish mortality incidents.
5. Erosion and bank inspections.
6. Bailiff attendance and reports.
7. Complaints and responses.
8. Quarterly working party meetings.
9. Grass cutting and meadow maintenance.
10. Safeguarding and DBS compliance.