



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

Telephone: 01702 207707 e-mail: enquiries@hockley-essex.gov.uk

Website: hockley-essex.gov.uk

Members of the Parish Council are hereby summoned to attend the online Parish Council meeting on Monday 25th January 2021 at 7.30pm for the purpose of transacting the following business. **Members of the press and public are welcome to attend and should contact the Clerk before 3pm on the day of the meeting to request access.**

K Holland

Mrs Kelly Holland
Clerk to Hockley Parish Council

20th January 2021

PARISH COUNCIL MEETING ON MONDAY 25th JANUARY 2021

AGENDA

1. **Apologies for absence**
2. **Minutes**
Acceptance of the minutes from the meeting dated 23rd November 2020 (previously circulated).
3. **To receive the progress report ([appendix 1](#)).**
4. **To receive member's declarations of interests in items on the agenda**
5. **Public Participation session**
There will be 15 minutes available for this session where members of the public may speak regarding items on the agenda. A maximum of 3 minutes per speaker will be permitted.
6. **To receive reports from the District and County Councillors.**

COUNCIL STRUCTURE, TERMS OF REFERENCE AND POLICIES

7. **Policies**
 - (a) To approve the following policies as recommended by the Resources and Procedures Committee (previously circulated):
 - (i) GDPR – General Privacy Notice
 - (ii) GDPR – Privacy Notice for Staff and Councillors
 - (iii) GDPR – Consent Form
 - (iv) GDPR – Subject Access Request Policy
 - (v) GDPR – Subject Access Request Checklist
 - (vi) GDPR – Subject Access Request Form
 - (vii) GDPR – Data Security Breach Reporting Form
 - (viii) Information and Data Protection Policy
 - (ix) Document Retention and Disposal Policy
 - (x) Management of Transferable Data Policy
 - (xi) Health and Safety Policy
 - (xii) Lone Working Policy

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- (xiii) Volunteer Litter Picker Risk Assessment
- (xiv) Investment Policy
- (xv) Statement of Internal Control
- (xvi) Budget Virement Policy

(b) To consider the draft Emergency Plan (previously circulated).

8. To consider appointing Cllr. S. Martin onto the Forward Plan Committee.

FINANCE, BUDGET AND PRECEPT 2021/22
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9. Annual Governance and Accountability Return 2019 - 2020

To note that the Annual Governance and Accountability Return had been received from PKF Littlejohn with a note in Box 1 of the External Auditors Comments regarding the date when the RFO signed the document.

10. Precept 2021/22

To consider the recommendation from the Resources and Procedures Committee to levy a 0% increase to the precept for 2021/22 which equated to a precept requirement of £293,492. The shortfall of £3,148 to be taken from general reserves.

11. Earmark Reserves

To consider the recommendation from the Resources and Finance Committee to make the following amendments to the earmarked reserves:

EMR 332 (Car parks traffic management) vired back to general reserves
EMR 331/338 to be combined into one EMR entitled Hall Refurbishment

DECISION ITEMS

12. Folly Grove Allotment Site

To consider the update regarding the transfer of land for the allotment site at Folly Grove.

13. Southend Road Public Toilets

To consider the update regarding the public toilets in Southend Road.

14. Annual Parish Meeting

To consider the proposal to hold the Annual Parish Meeting on 26th April 2021.

15. [Community Awards \(appendix 2\)](#)

To consider the recommendation from the Communities Committee to hold an annual community awards and approve the nomination form. Awards would commence this year and would be presented at the Annual Parish Meeting.

FOR NOTING

16. Committee minutes (previously circulated)

To note the minutes from the following Committee meetings:

- | | |
|-----------------------------|---------------------------------------|
| (a) Communities Committee | 12 th January 2021 (draft) |
| (b) Forward Plan Committee | 14 th January 2021 (draft) |
| (c) Environment Committee | 4 th January 2021 (draft) |
| (d) Personnel Sub Committee | 19 th January 2021 (draft) |
| (e) Planning Committee | 2 nd December 2020 |

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| (f) Planning Committee | 16 th December 2020 |
| (g) Planning Committee | 13 th January 2021 (draft) |
| (h) Resources and Procedures Committee | 30 th November 2020 (draft) |
| (i) Resources and Procedures Committee | 18 th January 2021 (draft) |

17. **[Rochford District Council Local Plan \(appendix 3\)](#)**
To receive the notes from the meeting with Daniel Goodman (Team Leader – Strategic Planning and Economic Regeneration) regarding the Rochford District Council Local Plan.
18. **[Rochford District Council Asset Delivery Programme \(appendix 4\)](#)**
To receive the report from the Clerk regarding the District Council's Asset Delivery Programme.
19. **Consultations**
To note that the following consultations were still open for completion:
[Free Market Radicals Community Survey](#)
[Volunteer Essex Impact Survey](#)
20. **Reports from representatives on outside bodies**
To receive a report from representatives on the following bodies:
Hockley and Hawkwell Old People's Welfare Committee – Cllr. T. Carter (the minutes from the Annual General Meeting and subsequent Annual Report had been previously circulated)
21. **Items for next agenda**
22. **Date of future meetings**
The next Parish Council meeting will be held on Monday 22nd March 2021 at 7.30pm.

EXCLUSION OF PRESS AND PUBLIC

23. **The Parish Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2).**
24. **To consider the recommendation from Personnel Sub Committee regarding proposals for wellbeing support for senior staff members and members of the Council.**

Appendix 1 – Progress Report

Meeting	Task Name	Task Content	Action taken (text)
Meeting 27.1.2020	Personnel Training	FC19/92 The Clerk investigate more in depth personnel training	Ellis Whittam instructed as the Council's new HR provider. The package includes a 1 year e-learning package which the Clerk will be setting up shortly for all staff members.
Meeting 27.1.2020	Exit interviews	Formulate policy on exit interviews and include in staff handbook	Policy in drafting stage and will be forwarded to Ellis Whittam for comment
Previous meetings	Defibrillator at Sainsburys	FC18/194(a) Liaise with Sainsburys to have the power supply connected to the unit. The unit is checked weekly and is active with the Ambulance Service.	Sainsburys had advised that the cost to connect the power supply was £1,000 and they were not willing to pay for this expenditure. The Community Heartbeat Trust (CHT) suggested an alternative new option for this particular defibrillator type (and only this make of defibrillator), The CHT proposed that we ignore connecting to the electrical supply, and use a thermal bag instead. These bags were made for this type of issue where power was not available. As the cabinet was also highly insulated, this was a quick and simple resolution. The cost for a thermal bag was £65 + vat + P&P and was a one off cost. The Clerk consulted with the Chairman of the Council who was in agreement to purchasing the bag. This had been ordered from the CHT and would be installed by the Rangers.

Meeting 23.11.2020	New accessible website	FC20/50The quotation of £1,174 plus VAT for year 1 and then £498 plus VAT for years 2 and 3 from Aubergine to create a new accessible Parish Council website, provide quarterly accessibility compliance audits and annual SSL-protected hosting and support be approved.	21.1.2021 - Members of the office staff to attend a Zoom meeting with a representative from Aubergine to go through the Council's requirements.
Meeting 23.11.2020	HR support option	FC20/58 The 5 year support option from Ellis Witham be approved at a total cost of £9,285 ex VAT for the term equating to £1,857 ex VAT per year	21.12.2020 - Ellis Whittam instracuted. The Clerk had been introduced to the Council's dedicated employment law solicitor who was reviewing the Council's current documentation and the draft employee handbook.

Appendix 2 – Community Awards



HOCKLEY PARISH COUNCIL

COMMUNITY AWARDS 2021

Hockley Parish Council prides itself on successfully engaging with all areas of the local Community. We achieve this through various ways: Councillor Surgeries and Village Market; Festive Lights Street Event; Remembrance Service; Art Events; Heritage Trail; Membership of outside Organisations and our Newsletters.

The Community Awards is a new initiative set up this year by Hockley Parish Council to help promote all of the wonderful things Hockley village has to offer, from our local organisations/ groups, businesses and schools to the individuals who have all made a difference to our community.

The winners in each category will be decided by Hockley Parish Council and all nominees will be invited to the Annual Parish Meeting in April for a special evening to celebrate their achievements when the awards will be presented.

Award Categories

1. Community Volunteer Award
2. Environment Award
3. Schools Award
4. Business Award

If you know someone in your street, school, workplace or community who deserves a “thank you”, here’s how to nominate them for an award. Those nominated must live, work or attend an organisation/group in Hockley.

Simply complete the nomination form, giving as much detail as possible and return it by email: enquiries@hockley-essex.gov.uk or post to:

Community Awards
Hockley Parish Council
The Old Fire Station
58 Southend Road
Hockley
Essex SS5 4QH

Closing date for nomination is noon on Monday 22nd February 2021.

**Please note members of the parish council, their staff or families are not eligible for nomination*

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HOCKLEY PARISH COUNCIL
COMMUNITY AWARDS 2021

Nomination Form

Name and Contact details of the person nominating:

Name (required).....

Contact number.....

Email address (required).....

I agree that the details provided on this form may be processed by Hockley Parish Council in accordance with the General Data Protection Regulations and that Hockley Parish Council may contact me in relation to this nomination. I have obtained the permission of the person nominated to provide this information.

Signed..... Date.....

Name of Individual, Organisation/Group, School or Business being nominated (required):

.....

Contact number (required).....

Email address (required).....

Address (required).....

Award category (required).....*Please tell us a little about the individual, organisation/group, school or business being nominated for an award. What difference have they made to our community, particularly in relation to the award category heading?*

Please use a separate sheet if necessary

Closing date for nomination is noon on Monday 22nd February 2021.

**Please note members of the parish council, their staff or families are not eligible for nomination.*

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Appendix 3 – Rochford District Council Local Plan

RDC LOCAL PLAN BRIEFING held by Zoom on 17th December 2020

*Daniel Goodman RDC Team Leader Strategic Planning and Economic Regeneration
Cllrs Roy Martin Chairman, Nick Boxall Personnel Chairman & Planning Committee Member,
Lesley Vingoe Environment Committee Chairman & Sue Martin Communities Committee Chairman*

The District Council is preparing a new Local Plan, which will set the strategy for the future development of the District beyond 2025 – the current plan period. The new Local Plan will replace a number of the adopted policy documents which form the local development plan for the District.

RDC recognised they had not got it right. Daniel has been given the task of contacting the parish and town councils to gain an insight into how they see their areas developing and what was important to their residents which will form part of a public consultation in the Spring. All councillors were invited and an honest discussion was encouraged. The following points were raised:

Q.1 The previous consultation on the RDC Local Plan had attracted a lot of opposition from residents and it was clear there was a strong feeling that the area was being over-developed with resultant job losses. Has the proposed residential development of Eldon Way moved forward?

Some of the proposals in the current plan have been implemented, such as Pond Chase Nursery and the Bellway Development in Rochford but it looks likely that Eldon Way will probably remain an industrial zone as no developers had come forward with an interest in the site.

Q2. Residents were concerned at why backyard building is allowed and the possible development of land behind the Hockley Community Centre and fields near Marylands Nature Reserve. Although parish and town councils could object on behalf of their residents, as they are only statutory consultees, often their comments were disregarded

Landowners have put their land up for development but not all would be taken up or be considered suitable especially where greenbelt was involved, although some greenbelt may eventually be lost. A map of potential areas offered for development will be sent to the Clerk but it was stressed that it was a working document only. Backyard development to be referred back to the Planning Officers with a view to briefing our Planning Committee on local application concerns and planning for the future.

Q3. Lack of Infrastructure and housing density is still a major concern for residents. Continual merging of settlements causes major problems and is particularly relevant with the current pandemic situation. It is essential that this is addressed as a matter of urgency. Do Local Neighbourhood Plans still have relevance as the 10-year Hockley Area Action Plan had been largely ignored?

Local Neighbourhood Plans had proved useful but councils had found that the time and cost involved in producing a plan along with finding people prepared to do the work may no longer be justified. RDC are initially approaching local councils for views on the new Local Plan.

Q4. Why had RDC not taken advantage of the Community Infrastructure Levy (CIL). Developers were allowed to split developments into smaller parcels to avoid the requirement to contribute to schools, medical and transport facilities etc.

This was being reviewed so in future all developers would have to contribute towards infrastructure at the planning stage regardless of the size.

Q5. Would the proposed Government changes to County, District and Unitary Councils have an impact on individual local area plans?

Individual plans should remain in place and become part of an overall plan.

The above would be collated and Daniel is to arrange a further meeting in February.

Appendix 4 - Rochford District Council Asset Delivery Programme



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APPENDIX	
Report to:	Full Council
Meeting date:	25 th January 2021
Author:	Kelly Holland, Clerk
Subject:	Rochford District Council Asset Delivery Programme Notes from the Focus Group meeting held on 11th January 2021

All Clerks in the district were invited to an update on the Asset Delivery Programme that Rochford District Council are currently undertaking. Upon entering the meeting, it was apparent that the group was a stakeholder focus group which would meet at least quarterly to ensure engagement with the Parish and Town Councils.

Present

Dawn Tribe	Assistant Director for Transformation and Customer Rochford District Council
Matt Harwood-White	Assistant Director for Assets and Community Rochford District Council
Nicola Hopkins	GB Partnership (delivery partner)
George Farley	GB Partnership (delivery partner)
Karen Gaiger	Rayleigh Town Council Clerk
Kelly Holland	Hockley Parish Council Clerk
Michele Power	Barling Parish Council Clerk
Diane Scrivener	Hawkwell Parish Council Clerk

Vision of the Asset Delivery Programme

To optimise the District Council's asset base particularly 6 strategic sites in South Street, Freight House, Civic Suite and the Mill Arts & Events Centre.

Objectives of the Asset Delivery Programme

- Reduce future costs
- Regenerate the local area
- Provide fit for purpose office space and sustainable community facilities

The main points from the meeting were as follows:

- Brand established called [Voyage](#)
- Exhibitions had originally been planned to engage with stakeholders and the public however this was not possible due to the COVID-19 restrictions
- The Freight House will have an extension to provide office space for staff, the building will remain as a hireable space.
- The Civic function of the District Council would move to the refurbished Freight House
- The Mill Arts & Events Centre will be redeveloped as a new, purpose built community facility with new housing
- South Street premises will be redeveloped back to housing
- Civic Suite will consist of new housing and commercial use of the refurbished building

The District Council want to engage with the stakeholder focus group throughout the process to ensure a two way conversation. Initial designs for the programme were expected to be shared with the stakeholder group in February 2021 which can then be shared with members of the Parish Council for comment. The first planning application in South Street are expected in April 2021 followed closely by the Freight House.

The District Council have asked that the information and particularly the website are shared widely.