

**Minutes of a meeting of the  
GENERAL PURPOSES COMMITTEE held on  
Monday, 6<sup>th</sup> October 2008  
In the Committee Room, Freight House, Bradley Way, Rochford**

**Committee Members Present:** Chairman Cllr Mrs H Glynn, Vice Chairman Cllr A James, Cllrs Mrs C Cunningham, Mrs J Fern, Mrs A Heath, K Holmes, V Leach, R Mitchell, R Patient, D Weir and Mrs M Weir.

**Also Present:** Mrs E Chippette and Mrs M Dorrell.

**1) Apologies for non-attendance at meeting:**

Cllr Mrs J Barney (unwell). Members noted and accepted the apologies tendered.

**2) Declarations of interest:**

There were no declarations of interest.

**3) To approve Minutes of the Meeting held on 8<sup>th</sup> September 2008 and to approve the destruction of the manuscript notes in respect of that meeting:** Members approved the Minutes of 8<sup>th</sup> September 2008 as a true record and agreed to the destruction of the manuscript notes.

**4) Actions List Update:**

- **Village Plan Project:** The Clerk had written a letter to be sent to the original signatories of the Constitution, Cllr Mrs Weir volunteered to examine the letter. The Chairman asked Members if they were content for Cllr Mrs Weir to take over the project and Members agreed. The Clerk to pass letter to Cllr Mrs Weir.
- **CCTV Camera for Hawkwell Shops:** Ongoing.
- **Seats:** Ongoing.
- **Graffiti initiative in Magnolia:** Cllr Holmes proposed the committee invite the artists to come back to Full Council with their design concepts and not rush into having mirror image artwork of the finished panels. Cllr Weir seconded the proposal. The Chairman asked for a show of hands and the motion was carried. The Chairman requested the Clerk contact PCSO A Hill to inform him the work would not go ahead during the half term week and to invite the artists to Full Council.
- **Youth Project:** Work had commenced, completion expected late October.
- **Christmas Lighting review:** See Agenda item 6.
- **Parish Identity Group:** Cllr Weir reported the sign at Hawkwell Park Drive was loose and asked the Clerk to organise for it to be looked at.
- **Web Site:** Ongoing.
- **Litter Bin for Churchyard:** The Clerk had contacted RDC and order would be placed for bin.
- **Petition for new Zebra Crossing:** Cllr Mrs Weir presented to Central Area Committee meeting. It was noted that there were safety issues here and it was not just a matter of cost.
- **Cleaning of bus shelters:** See Agenda item 7.

**5) Financial Report:**

The Clerk went through the Financial Report and announced it was a half-year report. The Chairman asked if there were any questions, there were none and Members accepted and agreed the report.

**6) Christmas lights – selection of lights to be purchased:**

The Chairman informed Members the Christmas Lighting Committee had met prior to the General Purposes Committee. She went through the decisions taken at that meeting and passed the books to Members.

The Chairman reported the Christmas tree farm in Hawkwell had sold its land to a developer. She had sourced alternative quotes for Christmas trees at £600 per 25ft tree, £400 per 20ft tree and £300 per 15ft tree for supply only excluding erecting the tree. Cllr Mitchell offered to gain quotes from a supplier in West Horndon. The Chairman announced a member of the public had offered to donate a 15ft Christmas tree from their garden and a local business had offered to donate £250 towards the purchase of a tree if signage was displayed. Cllr Weir felt the Christmas tree was of great importance and needed to make an impact. Cllr James asked to follow up Cllr Heaths idea of HPC growing its own tree. Cllr Leach pointed out there was an element of time in so far as there would only be one more meeting before the tree would have to go up. Cllr Mrs Glynn proposed from the Chair that the GP Committee accept the kind donation of £250 and the Clerk source a 25ft tree of up to £600. Cllr James seconded the proposal. The Clerk said there was still a good prospect of getting a tree from the Christmas tree farm. Cllr Holmes felt a 25ft tree was quite substantial and may present problems in anchoring and putting it up. He felt a 20ft tree would be sufficient.

The Chairman amended the proposal that the GP Committee accept the donation of £250 and were prepared to pay, with the donation, of up to £400 for a tree of 20ft high and the Clerk to source the tree. The Chairman asked Members if they were content with the amended proposal and Members agreed.

Cllr James proposed the GP Committee pursue the idea to grow a Christmas tree for the following year and seek permission from RDC. Cllrs Heath and Mitchell seconded. The Clerk asked about the insurance and maintenance and Cllr Leach said at this stage the Committee were exploring options only and would write to gain permission.

Cllr Mrs Weir proposed a minimum of 400 coloured lights for the tree. Cllr Holmes asked if the costs of lights were known. Cllr Weir proposed the funds for tree lights were taken from the £6K budget allocated to Christmas lights. Cllr Patient proposed it be delegated to the Chair in consultation with the Chairman of Full Council to find suitable tree lighting to avoid time delay. Cllr Mrs Glynn asked Members if they were content and Members agreed.

**7) Cleaning of bus shelters – referred from Full Council:**

The Clerk reported this item was referred from Full Council and Members wanted to have a monitoring system with Councillors looking at bus shelters. Cllr Mrs Glynn proposed from the Chair that Cllr Patient monitor from Lascelles Gardens going south down Ashingdon Road, Cllr Mrs Glynn monitor Golden Cross to Roche Avenue, Cllr Leach monitor Rectory Road and Cllr Mrs Weir monitor Nursery Corner up to White Hart shops. She went on to say by the 1<sup>st</sup> of each month Members give an update in writing to the Clerk of their findings. The Chairman asked Members if they were content and Members agreed. Cllr Mrs Dorrell queried the cleanliness and emptying of the dog bin on Rectory Road and the Chairman confirmed it was the responsibility of District Council but gave a telephone number to phone and report if the bin was overfull.

**8) Christmas Parcels (sourcing of groceries):**

Cllr Mrs Glynn proposed from the Chair that 6 Members from the Committee go in pairs to Somerfield, Tesco and Sainsbury to purchase samples to bring back to Committee to choose and follow up by ordering on line. Cllr Mrs Weir requested a Christmas Parcels working

party meeting to ascertain number of parcels and spending. Cllr Mrs Cunningham suggested providing a £20 gift voucher for each person and Cllr Patient did not agree and responded that many of the people were bed ridden and unable to shop for themselves. The Chairman thanked Cllr Cunningham for her comment. The Chairman called for a meeting of the Christmas Parcels working party. Cllr Mrs Fern asked for clarification as to who was on the working party and Members confirmed Cllrs Mrs Heath, Mrs Barney, D Weir, Mrs Weir, Mrs Dorrell and R Patient. Cllr Leach offered to open the Parish Office in the Clerks absence for the meeting to take place and urged Members to fix a date.

#### 9) **Planning for 2009/10:**

The Chairman asked for Members comments. Cllr Mrs Heath asked if timetable boards could be erected at bus shelters and the Clerk responded that the bus companies do not provide timetables. The Chairman noted the comment to be looked into. Cllr Holmes suggested a budget for a Parish fayre for next year. The Clerk informed revenue was needed to cover the cost of stages 2 and 3 of the youth project. Cllr Mrs Chippette suggested looking at the adult's playground equipment an example of which could be found at Herne Bay. The Chairman summarised the list of suggestions and thanked Members.

#### 10) **Summary of actions/decisions:**

- **Village Plan Project:** Cllr Mrs Weir to re-start project. The Clerk to pass letter to Cllr Mrs Weir.
- **Graffiti initiative in Magnolia:** The Clerk to inform PCSO A Hill the work would not go ahead during the half term week and to invite the artists to Full Council with their design concepts.
- **Cleaning of bus shelters:** Members to monitor bus shelters and give an update of findings in writing to the Clerk on 1<sup>st</sup> of each month. Cllr Patient to monitor from Lascelles Gardens going south down Ashingdon Road, Cllr Mrs Glynn to monitor Golden Cross to Roche Avenue, Cllr Leach to monitor Rectory Road and Cllr Mrs Weir to monitor Nursery Corner up to White Hart shops.
- **Christmas tree:** The Clerk to source a 20ft Christmas tree with a budget of up to £400 and permission to be sought from RDC for HPC to grow its own Christmas tree.
- **Christmas tree lighting:** Cllr Mrs Glynn in consultation with Cllr Leach to source suitable lighting for Christmas tree with a minimum of 400 lights.
- **Parish Identity:** The Clerk to organise for the sign at Hawkwell Park Drive to be fixed, sign coming loose.
- **Christmas Parcels working party:** To meet Thursday, 16<sup>th</sup> October 2008 at 2pm in the Parish Office.
- **Planning for 2009/10:** Chairman noted Members suggestions as bus shelter timetable boards, parish fayre, Dewsons building and adult's playground equipment.

Chairman