

**Minutes of the Meeting of the
GENERAL PURPOSES COMMITTEE
held on Monday 16th September 2019 at 8:15pm
in the Committee Room, Freight House, Bradley Way, Rochford.**

Cllrs Present: Chairman R Gardner, Ms A Rees-Jones, S May, R Patient, M Strubel & Mrs M Weir.

Also present: Cllr B Goldsmith & Cllr K Stubbings.

13. Apologies for non-attendance at meeting:

Cllr Mrs N Shaw had given apologies.
Members **received** the apologies tendered.

14. Declarations of any:

- a) **Disclosable Pecuniary Interest;**
- b) **Other Pecuniary Interest; or**
- c) **Non-Pecuniary Interest**

on any matter on the agenda for 16th September 2019:

None were declared.

15. Public Forum:

No members of the public were present.

16. To approve the Minutes of the meeting held on 17th June 2019 meeting:

The Minutes of the Meeting were **approved** and Members agreed to the destruction of the notes in respect of that meeting.

17. Action Update List – September 19:

17.1 Members noted that road sign to deter HGVs along the unmade section of Thorpe Road had finally been installed. Members were frustrated that the process had taken almost two years and agreed to close the item.

17.2 Cllr Mrs M Weir had offered to go through historic paperwork to find information on HPC's investment into the Freight House capital scheme. Cllr Mrs M Weir continued to look but had yet to find anything. The Clerk reminded Members she had also received assurances from the Rochford District Council (RDC) Strategic Director that HPC would not be affected; the Clerk was due to meet with the RDC Strategic Director that week and she would bring up the matter again.

Members **accepted** the Action Update list and **agreed** to the removal of the closed items.

18. Financial Report – August 2019:

There were no questions and Members **accepted** the Financial Report.

19. Parish Street Lighting Upgrade Project:

a) Verbal update on number of streetlights upgraded to LED to date:

Members noted that 92 lights out of a total of 149 had been upgraded to LEDs which equated to 62%. The Clerk informed Members there was enough money in the budget to do another four or five lights, but she would wait to see if there would be any reports/problems with lights before upgrading anymore at present. It was agreed to look at the budget/expenditure again in February/March.

b) Consider contacting SSE regarding the fixed tariff given that energy efficient lights are being installed:

The Clerk informed Members she had contacted the Energy Consultant at Cardinal. They had advised her that once in receipt of a new inventory/schedule of streetlights which gave the details of the new LEDs that information could be passed to SSE. That would result in approximately 1/3 reduction in costs. It was further noted the updates could be provided to SSE as often as required.

20. Receive Notes from Sub-Committees/Working Groups:

a) Health & Safety Sub-Committee held on 1st July 2019

Chairman R Gardner noted the only outstanding action was to organise a suitable time with the office to carry out the appropriate Risk Assessments. The Clerk also pointed out there was the matter of the CCOSH relating to the liquids in the Magnolia Store. Cllr R Patient requested that the visit occur sometime during October. The Clerk explained it was difficult for a date to be organised to tie in with the contractor, but she would try to find a suitable time.

b) Christmas Lights Working Group held on 5th September 2019

Cllr R Patient noted the meeting had been productive and the Clerk had produced some excellent work. The Clerk noted more proposals for new lights at the British Legion would be put forward to the Working Group over the next few days and another meeting was therefore imminent.

c) Christmas Parcels Working Group held on 9th September 2019

Members noted the notes. The Clerk informed Members she had contacted Waitrose and they would be assisting with the project again. The Clerk had also updated Cllr Mrs M Weir on the number of bags and parcels which were required for 2019, taking into account the surplus from 2018.

21. Consider the General Purposes Committees' responsibilities against the Strategic Plan objectives:

Chairman R Gardner went through the points highlighted in the Strategic Plan that directly related to the works/responsibilities of the General Purposes Committee and the following was noted:

Strategic Plan point	Comments
1. - To work with the Police and other authorities to nurture a safe and lawful environment: - By supporting the police in the prevention and detection of crime; - By engaging with 'Community Special Constables' to support and enhance policing within Hawkwell Parish; - By ensuring the streets and public areas are well lit and, where possible, designed to minimise crime by engaging in a planned programme of streetlight maintenance and upgrades to LED lamp heads, while further ensuring that lighting repairs are carried out within agreed timescales; - By supporting Community SpeedWatch (CSW); -By working with local groups and residents with highway safety concerns to put forward relevant schemes to the Local Highways Panel (LHP) to enhance road safety.	Chairman R Gardner noted the initiative with the Community Specials and Members asked if there had been any updates. The Clerk reminded them of the updates which had been provided in the last Full Council meeting and reiterated the events/community workshops being put on by the Police to try and assist/encourage recruitment. It was noted no Member had attended any of the events. The Clerk also pointed out that any information, when relevant, was passed on to the Police. Members noted the LED upgrade project and that now there was an annual inspection programme in place. Chairman R Gardner noted support to CSW was given by advertising in the newsletters. Cllr M Strubel informed Members he had offered his assistance with CSW, but he had never been asked to participate. The Clerk noted occasionally there was a request for members to join the scheme. It was noted the CSW appeared to be a District Council led initiative. Cllr S May noted the HGV sign for Thorpe Road took nearly two years to come to fruition. The Clerk noted footpath barrier schemes had also been implemented in the past, but these types of schemes were extremely difficult to get through and obtain the right support.
2. - By maintaining and ensuring our bus shelters and other street furniture are in good order and pursuing an appropriate maintenance and renewal plan; - By working with the Police and Local Authorities to detect and prosecute perpetrators of graffiti or other vandalism;	The Clerk informed Members they maintained 19 bus shelters in the Parish, and these were regularly checked and cleaned every fortnight. There had been a recent issue with one of the shelters which had seen overgrowth from the neighbouring bushes, and which also had been badly graffitied; the overgrowth issue had been resolved and the Clerk was in the process of trying to get a panel replaced. She had liaised with Essex County Council (ECC); it was noted ECC had replaced all the shelters in the Parish, but it was expected the Parish Council maintain them.

3. - By co-operating and working with our local schools, scout groups, sports clubs and youth bodies to improve facilities for the young in the Parish;	Chairman R Gardner noted the work with the Defibrillator Working Group and the intention to work with schools in that regard. Members noted the difficulties when it came to engaging with the youth and recalled the unfortunate matter with the shelter provided to the youth at Clements Hall which had seen it destroyed. Members also noted the last newsletter had welcomed feedback from the community but very little had come back. Members discussed contacting local Scout Groups to see if they would be willing to join a Working Group. *
4. - By ensuring a safe and secure environment regarding our play spaces, by adhering to current Health & Safety regulations and inspection regimes.	Chairman R Gardner noted nothing else could be done in this regard, noting that the necessary check and inspections were carried out.
5: - By ensuring that Chairs of Committees take an active role in keeping under review and driving forward the strategic objectives that relate to their Committee, to assist Council to meet its overall mission.	Members had nothing to add to this item.

*Cllr R Gardner proposed that a Community Engagement Working Group be formed which was seconded by Cllr M Strubel with all Members in agreement. Cllrs R Gardner, M Strubel, B Goldsmith, Ms A Rees-Jones and Mrs M Weir all opted to join the newly formed Working Group. Members would consider extending an invitation to the Scout Group Leader(s) once established.

22. Councillor videos/photos on website; referred from Full Council – consider setting up a Working Group to action:

Cllrs B Goldsmith and S May volunteered to join the group with no other interested Members. It was agreed to refer the item back to Full Council to try and obtain more Members.

23. Summary of Decisions:

- Community Engagement Working Group agreed – Cllrs R Gardner, M Strubel, B Goldsmith, Ms A Rees-Jones and Mrs M Weir to form Group.
- Councillor video/photo Working Group agreed – Cllrs B Goldsmith and S May to form group. Matter to be referred back to Full Council in order to try and obtain more Members.

The Chairman declared the meeting closed at 8:45pm

Chairman