



The Megacentre Royleigh

The Megacentre charity team brings holistic care to our community. Our Youth and Family teams work in partnership, supporting every generation of a family. With the added value brought by TheHub@TheMegacentre and the forty statutory and voluntary sector partners, people can access the help that they need at the right time in the right place, whatever the issue.

These family and youth fun sessions will not only provide instant family fun and support, but will provide legacy through longer term support via the connections and relationships built at each session.

The proposal is to provide free fun activities for families children and young people through the school holidays when most usual groups and sessions stop, and schools are closed. We know though our contact with the community and work with families that this can be a difficult time, trying to keep children and young people occupied, at reasonable cost, when we are all experiencing rising prices through the cost of living difficulties. Regular sessions will not only provide fun but will also alleviate the isolation felt by parents/carers who are outside of their usual routine and give them the opportunity to connect with each other and with family and youth support.

The Megacentre charity team has years of experience in providing holiday activities in the community, including for the past few years in the King George V Playing Field which has been well attended.

The proposal - The Megacentre team will provide:

During the summer school holiday:

6 sessions (one per week) alternating between King George V Playing Field, the Community Space in Eastwood Road and John Fisher. This way we will reach as many families and young people as possible. These sessions will be for 4 hours, either 10am – 2pm or 11am – 3pm.

Activities include, for instance, art & craft, sports, rock painting, cookie decorating, face painting, “giant” outdoor games such as jenga/connect 4, seed planting (grow your own sunflowers, for instance), treasure hunts, team games.

Partners invited will include Hub partners, both statutory and voluntary sector and will include Active Essex, RRAVS, Kinder Essex, Essex Child and Family Wellbeing Service, Bar & Bus, Punching 4 Purpose, Hug in a Shrug

6 Youth fun sessions during August, three in the afternoon and three early evening, at The Community Space/Rayleigh Methodist Church:

Working in partnership with Rayleigh Methodist Church the provision of snacks/activities such as football, table tennis, gaming, colouring, and dependent on the weather, activities such as a water fight, a rounders tournament.

Again, Hub partners will be invited to join the event to enhance the offer to the community

During October and February half terms and Christmas holidays:

One session per week at The Megacentre - activities will include softplay, laser tag, gaming room, inflatables, art & craft, games.

Total costings for all sessions: £9,810

This includes:

staff time of professional family and youth support workers;

play workers at Megacentre events;

resources;

use of equipment and structures at The Megacentre including softplay, laser, gaming room;

refreshments for youth sessions;

planning, preparation, publicity, promotions;

liaising with community partners;

room hires;

pack up/set down at each event;

follow up support/activities offered/provided as necessary for families, children, young people after each session.

Breakdown of Costings

Summer family sessions (6)

3 staff per session for Family Support sessions @£30 per hour

Delivery on the day = 4 hour session, 2 hours set up/pack down = 6 hours = £540 X 6 sessions

= £3,240

Admin – 1 staff @£30 per hour planning, invitations, liaising with partners to arrange attendance, activities, publicity & promotion– 3 hours per session X 6 sessions

= £540

Summer Youth sessions (6):

1 x Youth Worker @£30 per hour (6 X 4 hours) – delivery, set up/pack down, planning/preparation/publicity

= £720

Resources – equipment, refreshments (£75 per session) X 6

= £450

Room hire @ £20 per room x 2 rooms = £40

X 4 hours = £160

X 6 sessions

= £960

Half term/Christmas holiday sessions (3 – Autumn, Christmas, Spring)

3 x 2 hour sessions (plus 3 hours per session planning/preparation/promotion)

Staff costs (Family and Youth Workers) – 3 @£30 per hour x 3 sessions

= £270

4 play workers @£15 per hour x 3 2 hour session

= £360

Admin – 1 staff @£30 per hour planning, invitations, liaising with partners to arrange, promotion and publicity – 3 hours per session

=£270

Hire of laser, softplay, room hire, inflatables – per session = £1000 X 3

= £3000

Total = £9,810

FW: Flower Festival 12/13th September 2026

From Deputy Clerk - Rayleigh Town Council <deputy@rayleightowncouncil.gov.uk>

Date Tue 19/05/2026 10:30 AM

To Clerk - Rayleigh Town Council <clerk@rayleightowncouncil.gov.uk>

Karen Hardy
Deputy Town Clerk
Tel: 01268 741880
www.rayleightowncouncil.gov.uk



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From: Jane Brown <sydenham@talktalk.net>
Sent: 19 May 2026 10:13
To: Deputy Clerk - Rayleigh Town Council <deputy@rayleightowncouncil.gov.uk>
Subject: Flower Festival 12/13th September 2026

Dear Karen,

I know you will be busy as we approach the Trinity Fair and hope that all the advance planning pays off. We look forward to welcoming many visitors to our Parish Church.

We are working on a Flower Festival to be held in September to celebrate The Friends 30th anniversary alongside the National Historic Buildings open days whose theme for '26 is

'Everyday Histories'.

I note that at our last flower festival 10 years ago, Rayleigh Town Council sponsored a flower arrangement in celebration of 'Our Town' and would like to invite your participation again. The theme celebrates those who give time and energy to our church and community life.

Local flower groups are doing the work and the cost of arrangements will depend upon size but range between £30 and £50.

Could you please let me know before 19th June if Rayleigh Town Council would like to be represented again together with the level of your sponsorship.

I know that last time you requested photos of the festival to include in the following year's 'In Bloom' portfolio and I hope this was of benefit.

With kind regards, Jane Brown
Chairman and Trustee of The Friends of Holy Trinity, Rayleigh

- Any work that is not on this quotation is to be priced separately.
- Any skips supplied by want 1 service LTD is for exclusive use of contractors.

Bank details

Bank transfer to the following account:

BANK NAME: WANT 1 SERVICE LTD

Account number: 53720668

Sort code: 30-54-66

If you have any questions in regard to this Quotation, please contact us;

Kurtis want 07794545789 or Email want.construction.ltd@gmail.com

Thank you for your business!

CONFIDENTIAL



LM Waste Management Ltd

8 Egbert Gardens, Wickford, Essex, SS11 7BH

Telephone:
07495 969705

Email:
lmwaste.essex@gmail.com

VAT Number
GB 239590770

Customer Rayleigh Town Council	Reference
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Number SQ-28	Created 19/05/2026	Expires 18/06/2026
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Invoice Address
The Pavilion, KGV Playing Field, Rayleig
Bull Ln
Rayleigh
Essex
SS6 8JD

Delivery Address
Sweyne Park
Allotment Site
Rayleigh
Essex

Description	Qty/Hrs	Price/Rate	Net	% VAT	VAT	Total (£)
Soft strip the suspected asbestos roof, disposal and demolition of the building.	1.00	3,150.00	3,150.00	20.00	630.00	3,780.00

Total Net 3,150.00 (£)	Total VAT 630.00 (£)	Total 3,780.00 (£)
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VAT Rate	Net (£)	VAT (£)	Total (£)
Standard 20.00%	3,150.00	630.00	3,780.00

Notes
Soft strip the suspected asbestos roof and disposal
Demolish the building and disposal
Uplift foundations and disposal
Labour
Equipment hire

QUOTATION

Sweyne Park Allotment – Shed Demolition Rayleigh Town Council

Estimator: Brett Smith

Email: brettsmith@evolution-enabling.com

Contact: 07496705392

EVOLUTION DEMOLITION
Part of the EVOLUTION GROUP
22 SIRDAR ROAD | RAYLEIGH | ESSEX | SS6 7XF
evolution-enabling.com

Introduction

We have pleasure in submitting our quotation demolition of the concrete shed at the Sweyne Park allotment site.

Cost Proposal

We have allowed for all demolition plant and CCDO trained managers and operatives to oversee the works on behalf of Evolution Demolition

Demolition

For the demolition and disposal of the old concrete shed including slabs ne 200mm thick - **£4,629.40 excluding VAT**

Note: This does not include the removal or disposal of any asbestos subject to a survey.

Asbestos

Asbestos survey and sampling - **£210.00 excluding VAT**

Yours sincerely

Brett Smith

General Manager/Estimator

T: 020 7183 6776

T: 01268 77 40 20

M: 07496705392

Terms and Conditions

1 General

1.1 This document sets out the basis upon which we do business and forms an intrinsic part of our proposal to you. In accepting our proposal, you are accepting these terms and conditions. This document overrides any other terms and conditions, implied or otherwise, contained in any other correspondence, agreements or contracts between us. Where future correspondence, agreements or contracts between us conflict with the terms set out in this proposal then the terms in this proposal shall apply.

1.2 These terms and conditions shall be governed by and construed in accordance with the laws of England and Wales and any dispute arising out of this engagement will be subject to the exclusive jurisdiction of the English Courts.

1.3 Unless otherwise agreed, these Terms and Conditions apply to any future instructions you give us. Your continuing instructions will amount to your acceptance of these Terms and Conditions

2 Fees and Expenses

2.1 Our proposal sets out our fees. All rates quoted are exclusive of VAT, which will be charged at the rate prevailing at the time of invoicing. We review our rates annually and our new rates are effective from 1st January. We will notify you in writing of any increased rates that may apply to our proposal.

2.2 We will charge you for any additional costs or expenses that we incur on your behalf. We will charge these expenses to you at cost plus 20%. Whenever possible we will inform you before we incur fees and expenses that are likely to exceed those set out in our proposal and we will not incur further fees or expenses without your written consent. We will not be responsible for delays to our works caused by delays in you granting such consent.

2.3 Where our proposal indicates that we will charge you a fixed fee for completing a package of work, then we will charge you this fee where we incur unexpected expenses, for example due to encountering harder than anticipated ground conditions, we will notify you as soon as possible and obtain authorisation from you for the additional expenses we are likely to incur before continuing.

3 Retention

No retention is allowed under these Terms and Conditions and no retention may be deducted from our fees.

4 Delays and Liquidated Damages

4.1 Where indicated in our proposal, we have provided to you with a time estimate for completing our works. However, the nature of our works is such that this estimate must be regarded as indicative only. We cannot be held responsible for any costs you incur due to delays in us completing our works and no liquidated damages may be charged. For the purposes of any contract between us time is not of the essence.

5 Applications and Invoices

5.1 At regular intervals and whenever it is appropriate that we do so during the course of the works we will deliver applications for the work we have completed. For works with a total value of less than £10,000, we will normally only issue one bill on completion of the works. For works with a total value in excess of £10,000, we will issue a bill to you monthly in arrears.

5.2 Our applications will include all fees incurred by us on your behalf during the period covered by the bill. However, it is not always possible to include in a particular bill all the expenses incurred during that period.

For example, we may not have received an invoice from a supplier and, even if we have, we may not agree the amount of the invoice. Accordingly, the expenses listed in any bill will only be those for which we have received agreed invoices from suppliers during the period of the bill. Expenses notified or agreed later will be included in subsequent bills.

5.3 Our invoices are due for payment in full by you within 14 calendar days of the date of issue. We will charge interest on all late payments at the rate of Bank of England Base Rate plus 8%. We reserve the right to

suspend our work in the event that undisputed invoices remain unpaid beyond their due date. The title of goods shall remain with us until we have received payment in full, including any interest due.

5.4 We carry out credit checks on all our clients. If you instruct us, either as an individual or via a company, without a sound credit history then we may require payment in advance or staged payment throughout the work. If requested, we will provide you with a copy of the credit check report that we have obtained.

5.5 If you have any query concerning your invoice then please contact us directly.

6 Your Responsibilities

6.1 In relation to all work that we carry out for you, it is your responsibility to provide us with complete, accurate and timely information where we have requested this or where this would assist us in carrying out our works. We will not be responsible for any consequences that may arise from any delay or failure by you to do so.

6.2 Unless stated otherwise in our proposal, it is your responsibility to provide:

6.3 > Welfare facilities for our staff while working at your site on your behalf;

6.4 > Adequate 24-hour security including nights and weekend periods as appropriate throughout the duration of our works to ensure that our equipment is not interfered with or stolen;

6.5 > An adequate fresh water supply if required by our works. If this is inadequate then we will charge you for hire of a water bowser and for our standing time while filling or refilling it. In this case we may seek to use a supply from a fire hydrant. If we do so, we will charge you the local water authority fees and establishment costs at cost plus 20%

7 Third Party Data

7.1 We will not verify or check any information provided to us by you or by others on your behalf. You acknowledge that we will be entitled to rely on such information when providing our services under this engagement.

8 Limit of Liability

8.1 We do not accept any responsibility for the cost of remedial works or other costs incurred in any way whatsoever as a result of any omissions, errors or other shortcomings in our work unless we have been given reasonable opportunity to verify ourselves that such faults exist and we have been given a reasonable opportunity to carry out works to remedy such faults ourselves using the most practicable means available to us. We do not accept liability for any consequential losses incurred by you as a result of any such faults or as a result of us carrying out any remedial works we deem necessary.

8.2 In any event, our maximum aggregate liability for costs that cannot be recovered from any relevant insurance in force at the time of the claim is limited to our total fee for the works. In this context our fee is defined as the total amount paid to us by you, less the total amount we have paid to any subcontractors or suppliers used by us in completing the works on your behalf.

8.3 Our works, and any associated reports, will be completed on your behalf. Use of, and reliance on, any data or reports we produce during these works by other third parties will be at such third parties' own risk, and we are unable to accept any liability or responsibility whatsoever to such third parties.

9 Right to Reassign

9.1 The benefit of any correspondence, reports or other advice that we produce as a result of carrying out the works detailed in this proposal and any subsequent instructions from you may be assigned by you once subject to our prior consent such consent to be not unreasonably withheld or delayed. Subsequent reassignments shall require our prior written consent such consent to be not unreasonable withheld or delayed and prior payment in full of our standard reassignment fee and shall be subject to the terms and conditions set out in our standard reassignment letter copies of which are available on request. We may at our discretion agree alternative terms and conditions for reassignment proposed by you however we do not guarantee to do so and will in any case charge you at our standard hourly rate for a director for our time spent reviewing any such alternative terms and conditions.

12 Postponement

- 12.1 If you postpone our works at short notice then we will charge you as follows:
- 12.2 > For cancellation or postponement within three working days of commencement on site we will charge 50% of those fees relating to the sitework component of our work;
- 12.3 > For cancellation or postponement within one working day of commencement on site we will charge 100% of those fees relating to the "sitework component of our work."

13 Termination

- 13.1 You may terminate your instructions to us in writing at any time. But we shall be entitled to keep all your papers, documents and data while there is money owing to us for fees and expenses.
- 13.2 We may decide to stop working for you only with good reason, for example, if you do not pay a bill.

In such circumstances we will give you written notice that we are ceasing the works. We shall be entitled to keep all your papers, documents and data while there is money owing to us for fees and expenses. If you or we decide to terminate this agreement then you must pay all the fees and expenses that we have incurred up until that point.

14 Information and Confidentiality

- 14.1 We confirm that where you have given us confidential information or where we have obtained confidential information on your behalf, we will keep it confidential unless the law requires us to do otherwise.
- 14.2 After completing the work, we will keep digital records of all letters, documents, reports and other advice that we provide to you for at least six years.

15 Complaints

- 15.1 If you have any problem with the service, we have provided to you then please let us know. We will try and resolve any problem quickly. If the problem cannot be readily resolved to your satisfaction, then we invite you to communicate directly with our Managing Director.
- 15.2 If, for any reason, we are still unable to resolve the problem between us then we will refer the matter to an independent adjudicator from a panel of suitable persons held by Institute of Civil Engineers or their equivalent for determination. Any such adjudication shall be binding on both you and us.

Evolution Group

22 Sirdar Road
Brook Road Industrial Estate
Rayleigh
Essex
SS6 7XF

+44 (0) 1268 774 020



TECHNICOOOL

AIR CONDITIONING – SALES – INSTALLATIONS – MAINTENANCE - REPAIRS

jordan@technicool-ac.co.uk - Telephone No 07931 313191 - www.technicool.co.uk

AIRCONDITIONING QUOTATION

DATE: 09/05/2026

CUSTOMER: RAYLEIGH TOWN COUNCIL

ADDRESS: THE PAVILION, KING GEORGE V
PLAYING FIELD, RAYLEIGH, SS6 8JD

F.A.O: SHAUN FISHENDEN

Afternoon Shaun,

Thankyou for giving us the opportunity to provide you with a quotation and specification to supply, install and commission heat pump air-conditioning into both the Main Office and Meeting Room of the Rayleigh Town Council premise located at, The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD.

Company Accreditation & Compliance

Technicool is the trading name of Yalehome Ltd.

We have City & Guilds level 2 award in F-Gas and ODS Regulations: Category 1 500/5730/3 certification for safe handling of all refrigerants. Yalehome Ltd was incorporated in March 2004

Scope of Works

Supply and install 1 x LG Single Split heat pump air-conditioning system into first floor office area as requested.

Supply and install 1 x LG Single Split heat pump air-conditioning system into first floor Meeting Room as requested.



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Work Procedures & Methods

Each of the air conditioning systems specified in our quotation will be installed in the following method:

We will supply and install new refrigeration quality to BS 2871 part 2, copper refrigerant pipes between each indoor unit and each single split outdoor unit and suitably insulate these pipes using Class “O” pipe insulation according to current regulations & standard ACOP’s.

Then pressure test all the pipe work in according to the manufacturer’s specification & regulations BS/EN 378/2000.

Then evacuate & de-hydrate all the pipe work and all the air conditioning equipment with a High Vacuum pump to current ACOP’s of the Air Conditioning & Refrigeration Industry Board & HVAC Contractors Association.

*We will supply electrical control cables between each indoor air handling unit and each single split outdoor unit and install these in accordance with N.I.C.E.I.C. wiring regulations and relevant B.S. codes of ethics.

*We will supply and install 1 x LG “Inverter” single split heat pump outdoor Condensing unit serving:

1 x LG 7KW S24EC Standard Plus wall mounted indoor air handling unit into the First Floor Office area as agreed.

*We will supply and install 1 x LG “Inverter” single split heat pump outdoor Condensing unit serving:

1 x LG 10KW US36F Standard Plus wall mounted indoor unit into the First Floor Meeting Room as agreed.

*The external single split condensing unit serving the first floor office area will be installed on a Type 2, 90KG wall bracket directly on the other side of the internal wall mounted unit, above head height, down the right-hand side of the premise as discussed with Shaun.

*The external single split condensing unit serving the first floor meeting room will be installed directly on the other side of the internal wall mounted unit, at ground level on 600mm Flexi Foot anti vibration feet



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due to the lack of space higher up the wall and also the taking into account the visual appearance from open view/bowls club.

* The interconnecting services from each internal wall mounted unit and the corresponding outdoor condensing units will pass through the chosen external wall and travel down the exterior of the premise inside either 77mm white or black plastic trunking until reaching the location of the outdoor condensing units.

*Both proposed air conditioning systems operate on totally “Ozone Friendly” **R.32** refrigerant gas and conforms to all the current F-Gas regulations regarding the use of ozone friendly refrigerant gases. All the air conditioning equipment selected has “Inverter” technology outdoor condensing units which have an “A++” energy rating and they are therefore totally energy efficient and cost effective to operate. Each indoor air handling unit would be controlled by a handheld infra-red electronic remote control or hard-wired controller.

OFFICE

TO SUPPLY AND INSTALL 1 X LG 7KW S24EC WALL MOUNTED SPLIT SYSTEM INTO FIRST FLOOR OFFICE AS PROPOSED: **£2325.00 + VAT**
(Excluding Mains Electrical Supply)

MEETING ROOM

TO SUPPLY AND INSTALL 1 X LG 10KW US36F WALL MOUNTED SPLIT SYSTEM INTO FIRST FLOOR MEETING ROOM AS PROPOSED: **£3125.00 + VAT**
(Excluding Mains Electrical Supply)

TOTAL CONTRACT PRICE

£5450.00 + VAT



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WARRANTY

1 year's warranty on the labour of the installation.

1 year's warranty on the installation materials.

5 years warranty on all equipment parts for both systems.

(Each single split system installed **has** to be maintained a **minimum of once per annum** as per the manufacturers guidelines for warranty terms to **renew annually**)

Approximate Maintenance cost: £100.00 + VAT per system, per visit

MAINS ELECTRICAL SUPPLIES

Both single split systems specified within our quotation require their own dedicated single phase, 240v, 3 core mains power supply fed directly from the local distribution board to the outdoor condensing unit.

Each supply should have an IP65 rated rotary isolator fitted adjacent and within 1m of the Condenser. A 2m, 3 core flex needs to be terminated into the load side of the isolator for AC engineer to connect when commissioning. All electrical works should be carried out by a qualified electrician and is **NOT** included within our total price quoted above.

We do have an electrical contractor who works alongside us if required but it has no impact on our works/cost if you accept or decline his quotation. On completion of the site survey carried out by the electrical contractor, he has quoted the below cost to install, test and certificate the required mains power supplies for both systems:

QUOTED ELECTRICAL COST: £1150.00 + VAT

(TO INSTALL, TEST & CERTIFICATE 2 X A/C MAINS POWER SUPPLIES)



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INSTALLATION DURATION

2-3 DAY / 2 MEN

LEAD TIME

CURRENTLY 2 – 3 WEEKS

TERMS OF BUSINESS/PAYMENT TERMS

*50% deposit payment is required is to order/store your Airconditioning equipment and secure your installation dates.

*50% balance payment is due on the day that installation is complete and commissioned.

PROPOSED EQUIPMENT SPECIFICATIONS

Office

[6.6kW DUALCOOL STANDARD PLUS Air Conditioner PC24SQ | LG UK](#)

Meeting Room

[2021 Sales Spec Sheet Single Wall Mounted US30F US36F 20210719 185840530 \(1\).pdf](#)

EXCLUSIONS

- *Planning Permission
- *Drawings
- *Making Good
- *Building Works
- *Out of hours works (Before or After 8am-5pm)



TECHNICOOOL

AIR CONDITIONING – SALES – INSTALLATIONS – MAINTENANCE - REPAIRS

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NOTES

On completion of the A/C installation, you will be provided with a commissioning sheet for each split system installed. This is your installation certification and warranty document.

The commissioning sheet provided will also list the installation details, equipment model/serials numbers and refrigerant type/quantity if ever needed in the future.

If you have any further questions/queries or require additional information, please feel free to contact me any time.

Look forward to hearing from you and hopefully working together.

Many Thanks,

Jordan (Director)

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Rochford Council

[Home \(/\)](#) > [News \(/news\)](#) > Do you support changes to Parish and Town Councils in the Rochford District?

Latest Update:

[Disruption to online forms and resident portal\(/online-portal-downtime\)](#)

Do you support changes to Parish and Town Councils in the Rochford District?

Date: 12 May 2026

Live Chat

Rochford District Council has launched the second stage of its Community Governance Review and is inviting residents, community groups and local organisations to share their views on proposed changes to parish governance across the district.

The review coincides with the Government's announcement in March 2026 that Greater Essex will move to five new unitary councils from April 2028, subject to parliamentary approval. The Council began a district-wide review last September 2025 to ensure parish governance remains fair, effective and ready for the future. The aim is to strengthen community engagement, support local democracy and ensure consistent, equitable arrangements for residents.

Based on feedback from the first consultation stage, the Council is now seeking views on four proposals for the following parish councils:

- **Reducing seats in Hawkwell East** from 8 to 7
- **Reducing seats in Hawkwell West** from 9 to 8
- **Introducing a three-year term from 2027** for Ashingdon, Barling Magna, Canewdon, Foulness Island, Great Wakering, Hawkwell, Paglesham, Stambridge and Sutton
- **Introducing a two-year term from 2028** for Hockley, Hullbridge and Rayleigh Town

These temporary term adjustments would bring all parish councils onto the same election cycle by May 2030.

The Council welcomes responses from residents, voluntary groups, local organisations, businesses, parish councils and any other interested parties.

To take part or find out more, visit [www.rochford.gov.uk/cgr](https://links-2.govdelivery.com/CL0/https:%2F%2Fwww.rochford.gov.uk%2Fcgr/1/0101019e1bb8e7a4-a0d35c21-2241-457c-ae81-c412253cde69-000000/3FwNK8L1wI8C7MGcTKC5SyhdKTLcLx3OUkKY_n5c-D4=452) (https://links-2.govdelivery.com/CL0/https:%2F%2Fwww.rochford.gov.uk%2Fcgr/1/0101019e1bb8e7a4-a0d35c21-2241-457c-ae81-c412253cde69-000000/3FwNK8L1wI8C7MGcTKC5SyhdKTLcLx3OUkKY_n5c-D4=452).

The consultation runs from **11 May to 5 July 2026**.

To request a paper survey, please email customer.comments@rochford.gov.uk or visit our reception hub in Rochford Library, Roche Close, Rochford.

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