



ROCHFORD TOWN COUNCIL

Members of Rochford Parish Council

You are hereby summoned to attend the Extra-ordinary Full Council meeting of Rochford Town Council to be held on **Wednesday, 19th August 2026** commencing at 6.30 pm. The meeting will be held at The Parish Rooms, Rear of 72 West Street, Rochford SS4 1AS for the purpose of transacting the following business.

Members of the public and press are welcome to attend the meeting.

All council meetings will be conducted in accordance with the Civility & Respect pledge and adopted Code of Conduct.

James Edmunds

James Edmunds
Chairman
13th August 2026

AGENDA

- 1. To receive apologies for absence**
To receive and accept apologies for absence
- 2. To receive any declarations of interests**
To receive declarations of pecuniary and non-pecuniary interests in respect of items on this agenda.
- 3. Minutes of the Previous Meeting**
To agree to defer approval of the minutes of the previous meeting until the next scheduled Full Council meeting on Wednesday, 30th September 2026.
- 4. Public Participation**
To receive questions from members of the public who are registered on the Electoral Roll as residents of Rochford Parish. (Maximum of 15 minutes, Chairman only to reply)
- 5. County and District Councillor Reports**
To receive reports from County and District Councillors. (Maximum of 10 minutes, Chairman only to reply)
- 6. Finance**
 - To receive and note the bank reconciliations for July 2026
 - To receive and approve the schedule of payments for authorisation (to follow)

7. Community Projects

To receive a report from the Clerk regarding arrangements for the Christmas Event and to consider and agree:

- The name of the event
- Arrangements for sponsorship, including approval of the sponsorship letter.
- The road closure application and associated arrangements and costs; and
- Any other actions required

8. UKSPF Fund

To receive an update from the Clerk regarding the UKSPF funding and to consider and approve expenditure, as appropriate, in respect of:

- The purchase of vehicle security/safety barriers for use at Council events.
- The provision of hanging baskets and/or floral displays within Rochford Square.
- The refurbishment/restoration of the historic Rochford sign.
- Any associated works or expenditure required to deliver the above projects.

9. Gas and Electricity Supply – The Parish Rooms

To note that the Council is now out of contract with its current Gas and Electricity supplies and to:

- receive and consider quotations obtained through Utility Aid for the supply of gas and electricity at The Parish Rooms; and
- authorise the Clerk to negotiate and enter into the most financially advantageous contract on behalf of the Council, having regard to the quotations received and the Council's Financial Regulations.

10. The Rose Garden

To receive a report from the Clerk regarding the draft lease for The Rose Garden, to consider the terms of the draft lease and to agree any actions arising.

11. Policy Approval

To consider and approve the following policy:

- Councillor Co-Option Policy

12. Planning Applications

To consider the following planning applications and agree any comments to be submitted to the Local Planning Authority

Planning Reference	Applicant	Location	Description
26/00478/FUL	Mr Hales	Land Adjacent 22 Percy Cottis Road, Rochford	Subdivision of existing residential plot and erection of one new single-storey dwelling, with associated parking, private amenity space, boundary treatment and alterations to the retained dwelling.
26/00540/FUL	Mr Halliday	31 Anne Boleyn	Double hip-to-

		Drive, Rochford, Essex	gable roof extension and rear dormer to facilitate a loft conversion with internal alterations.
26/00542/ADV	Mr M Kugathas	202 Ashingdon Road, Rochford, Essex	Front fascia illuminated sign
26/00541/FUL	Mr M Kugathas	202 Ashingdon Road, Rochford, Essex	New shop front
26/00140/OUT	Mr J Butcher	Land adjacent Ardleigh House, Hall Road, Rochford	Proposed development of 3 no. dwellings
26/00537/FUL	Public Sewer Services – Mr Gavin Greenfield	Workshop at Sutton Wharf, Rochehall Way, Rochford	Construct 2 No buildings for use as a vehicle maintenance and repair workshop within use Class B2

13. Date and time of next meeting

To note the next meeting of the Council will be held on Wednesday, 30th September 2026 at 7.30 pm at the Parish Rooms, Rochford.

14. 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’

15. The Freight House

To receive a confidential update from the Clerk regarding the Freight House

16. St Mark’s Hall

To receive an update from the Clerk regarding the legal advice obtained from Wellers LLP regarding St Mark’s Hall and to agree any actions arising from that advice.