



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, 30th September 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.

Emma Terris

Emma Terris
Town Clerk

24th September 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 receive and approve the minutes of the Full Council meetings held on Wednesday, 29th July, Wednesday, 19th August 2026 and Thursday, 17th September 2026.
- 4. 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. To receive reports from County/District Councillors (maximum of 10 minutes, Chairman only to reply)**
- 6. Clerk's Report (Verbal)**
To receive a report from the Clerk and Responsible Financial Officer.
- 7. To receive a verbal report from Councillors of Rochford Town Council on activities undertaken since the last meeting**

8. Strategic and Action Plan

To receive an update on the recent Strategy Day and Action Plan.

9. Finance

9.1 To receive the bank reconciliations for August 2026.

9.2 To receive payments for authorisation (to follow)

9.3 To receive the summary of Receipts and Payments compared to budget for the year to date.

9.4 To receive the report on the outcome of the External Audit and any actions arising.

9.5 To note the NJC scale salary increases for employees.

9.6 To consider and approve the application for Unity Trust Bank charge cards for designated members of staff, subject to appropriate spending limits and financial controls.

10. St Mark's Hall

To receive an update from the Clerk regarding actions being taken regarding St Mark's Hall.

11. Policy Approval

To receive and consider the Social Media policy for adoption.

12. Committee Structure and Delegated Authority

To receive a report from the Clerk on the Town Council's meeting and committee structure and consider its future arrangements, including committee responsibilities and delegated authority.

13. Council Branding

To agree the Town Council's logo.

14. Community Projects

14.1 To receive the draft minutes of the meeting held on Wednesday, 9th September 2026.

14.2 To receive an update on the Christmas Festival and Tractor Run

14.3 To receive an update on the Town Team Assets and consider a request from Essex Hackspace.

15. General Purposes

15.1 To receive the draft minutes of the meeting held on Wednesday, 9th September 2026.

15.2 To agree wording to the terms and conditions in respect of banning fires at the allotments.

15.3 To agree wording to the terms and conditions to confirm allotment plots have relevant insurance.

16. To receive reports from representatives to outside bodies

16.1 Rochford Hundred Association of Local Councils – To note the next meeting is being held on Thursday, 15th October 2026.

16.2 Old Peoples Welfare Committee

17. Councillor/Clerk/Employee Training

17.1 To receive details of training undertaken since the last meeting

17.2 To consider any future training to be arranged

18. Planning Applications

Planning Reference	Applicant	Location	Description
26/00632/FUL	Avioncare Limited – Mr Peter Harland	Warehouse Adjacent Hangar 4 Aviation Way, Rochford	Demolish existing single-storey office building and construct two storey extension to hanger to provide new offices, new car parking layout.
26/00647/LBC	Notting Hill Genesis	Johnson Court Pollards Close, Rochford Essex	Installation of internal secondary glazing to habitable room windows at Flats 9, 10, 11, 12, 14, 16, 17, 18 and 19.
26/00558/OUT	M Scott Properties Ltd – Mr R Martin	Land North of 1 to 55 Doggetts Close, Rochford.	Outline planning application for up to 94 residential dwellings, surface water drainage basin, swales, new vehicular and pedestrian access, public open space, landscaping enhancement and associated infrastructure works; all matters reserved except for means of access (to the site only)
26/00593/FUL	The King Edmund School	Vaughan Close, Rochford	Construction of a modular building

19. Date and time of next meeting

To note the next meeting of the Council will be held on Wednesday, 28th October 2026 at 7.30 pm at the Parish Rooms, Rochford.

20. 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’

21. Staffing Matters

To receive an update from the Clerk on staffing matters and to determine any action required.

22. The Freight House

To receive an update from the Clerk regarding The Freight House

23. St Mark’s Hall

To receive an update from the Clerk on progress with the preparation of the lease for St Mark’s Hall and agree any actions.