



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field,**  
**Bull Lane, Rayleigh, Essex, SS6 8JD**

**Tel: 01268 741880 email: [clerk@rayleightowncouncil.gov.uk](mailto:clerk@rayleightowncouncil.gov.uk)**  
**[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)**  
**VAT Number: 830 7558 23**

**28th June 2021**

**Dear Member**

**You are hereby invited to a meeting of the Planning & Highways Committee to be held by remote access on Monday 5th July 2021 at 7.30pm. Due to the need to minimise contact during CoVID restrictions this meeting will be held remotely and will be advisory. All recommendations can be given to the planning authority by Officers under delegated power and ratified at the next full council meeting. The public and press are welcome to attend by following the link:**

**<https://us06web.zoom.us/j/82108247023?pwd=MnJVZG5hOUJQSzZtaFF>**

**Yours faithfully**

  
**pp Mr M Letch**  
**Town Clerk**

---

Committee Members :

Cllr S Belton  
Cllr C Callis  
Cllr E Callis  
Cllr R Dowell  
Cllr J Jacobs  
Cllr R Lambourne  
Cllr J Lumley  
Cllr D Mercer (ex officio)  
Cllr R Milne (ex officio)  
Cllr S-J Page  
Cllr C Pavelin

**38/21      APOLOGIES FOR ABSENCE**

Those present and apologies for absence.  
Motion. The Committee to record and accept apologies for absence.

**39/21      ELECTION OF CHAIRMAN**

Motions. To receive nominations for the election of the Chairman of the Planning & Highways Committee.

**40/21**            **ELECTION OF VICE CHAIRMAN**

Motions. To receive nominations for the election of the Vice-Chairman of the Planning & Highways Committee.

**41/21**            **TERMS OF REFERENCE PLANNING & HIGHWAYS COMMITTEE**

To review the Terms of Reference for the Planning & Highways Committee (attached).

**42/21**            **PUBLIC FORUM**

The meeting shall be adjourned for a maximum of 15 minutes to allow any members of the public present to speak on matters relating to this agenda only and each person shall speak for two minutes only.

The meeting will recommence after the Public Forum.

**43/21**            **SUBSTITUTES**

To be notified to the Town Clerk before the commencement of the meeting.

**44/21**            **NON COMMITTEE MEMBERS ATTENDING**

To note non-committee members attending this meeting.

**45/21**            **MINUTES OF THE MEETING HELD ON 19th April 2021**

To sign the Minutes of the Planning & Highways Committee meeting held on 19th April 2021 (previously circulated).

**46/21**            **PLANNING APPLICATIONS**

Planning Applications received by the Town Council which meet the agreed criteria or referred by a member to this meeting.

Members agreed that if an application is objected to by the Town Council and called in by a Rochford District Councillor to the Development Committee meeting, the Committee Chairman and Vice Chairman would be notified and would prepare a speech if it is necessary to comment at the meeting.

46/21 . 1	<b>21/00356/FUL</b>	Plot Ref :-	Type :- FUL
	Applicant Name :- Miss Jai Kingston		Date Received :- 29/05/2021
	Parish :- Wheatley		Date Returned :-
	Location :- Caravan known as Wyrds Gate Lynwood Nurseries Arterial Rd Rayleigh	Agent	
	Proposals :-	Proposed retention of use of site for the siting of a mobile home for use as a residential dwelling. Retain existing boundary fencing and existing storage container for the storage of domestic items associated with the residential use of the site.	
	Observations :-		

---



The Town Council will be notified so that the Committee Chairman will attend and speak as agreed at previous meeting,