



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)

Dear Member

You are hereby summoned to a meeting of the **Planning Committee** to be held on **Monday 5<sup>th</sup> January 2026 at 7.30pm** at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD (entry via Websters Way) for the transaction of business as set out below.

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

Yours sincerely,

Deputy Town Clerk  
22<sup>nd</sup> December 2025

Councillors: L Knell, N Knell, R Milne, B Newport, D Sperring, M Vernon, I Wilson, M O'Leary, S J Page, R Linden

**P12/25      APOLOGIES FOR ABSENCE**

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

**P13/25      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.

**P14/25      DECLARATIONS OF INTEREST**

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (non-pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest

**P15/25 CODE OF CONDUCT**

To note that the meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy together with NALC's Civility and Respect pledge with all participants expected to behave in a professional and constructive manner

**P16/25 SUBSTITUTES**

To be advised to the Town Clerk in advance.

**P17/25 NON-COMMITTEE MEMBERS**

To be advised to the Town Clerk in advance

**P18/25 MINUTES OF THE MEETING HELD 4<sup>th</sup> August 2025**

To sign the Minutes of the Planning Committee meeting held on 4<sup>th</sup> August 2025 (previously circulated).

**P19/25 PLANNING APPLICATIONS**

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

Members to note 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.

**P19/25.1 APPLICATION – 25/00849/ADV**

**Applicant** – Charfleets Promotions

**Location** – 89 High Street, Rayleigh, Essex, SS6 7EJ

**Ward** – Wheatley

**Proposal:** 4 No 32 inch wall mounted outdoor digital advertising displays to front elevation.

**P19/25.2 APPLICATION – 25/00151/FUL**

**Applicant** – Luke Farrow

**Location** – Land rear of 2 High Road Rayleigh Essex

**Ward** – Wheatley

**Proposal:** Demolish existing garage and construct dwellinghouse

**P20/25 TERMS OF REFERENCE**

Members to receive the terms of reference for the planning committee.

**P21/25      BRIEFING NOTE ESSEX COUNTY COUNCIL HIGHWAYS**

Members to receive briefing notes provided by Cllr J Newport who attended a briefing with ECC Highways in his role as ECC Councillor (attached)

Cllr Newport has advised if the Town Council would like to request a briefing from ECC Highways officers he is willing to arrange at a suitable time