

Meeting Minutes

Meeting: Wyburns Area Residents

Date: 27/10/2026

Location: Rayleigh Lodge

Chair: Peter

Secretary: Joseph

Treasurer: Nick

1. Opening and declarations

- The meeting was opened once those expected to attend were present.
- No declarations of interest were recorded.
- Members briefly discussed acknowledgements connected with recent posters and publicity.

2. Finance and banking

- HSBC advised that the group may require a community account rather than a charity account, although the relevant product or application could not be located online.
- Further clarification has been requested from HSBC. Alternative providers, including the Co-operative Bank, Santander and Nationwide, were discussed, with particular attention to fees and the ability to pay in cash through a branch or Post Office.
- The account requires three authorised people, with two approvals for payments. The third authorised person must be available and have suitable photographic identification and access to the necessary online banking arrangements.
- It was agreed that the draft constitution should be amended to remove Peter as a signatory and appoint Graham in his place, subject to Graham completing the required checks and documentation. This was seconded by Nick.

3. Local Plan update

- Members discussed reports that some councils may receive an extension to submit their Local Plans, potentially to 31 March of the following year. It was not confirmed whether RDC had accepted or qualified for the extension.

- The current Local Plan remains on hold and the implications of updated national guidance remain uncertain.
- Rayleigh Town Council's decision to obtain independent professional planning advice was noted. Members agreed to identify the appointed consultancy and understand how its report may support scrutiny of the evidence base, infrastructure, roads, schools, drainage and Green Belt issues.

4. Planning application and objection documents

- A detailed objection dossier of approximately 95 pages has been prepared across 12 subject areas. Members agreed that decision-makers also need a concise master summary, with the full dossier retained as supporting evidence and cross-referenced by page.
- The option of separating the dossier into shorter subject documents was discussed. The preferred approach was a short briefing document supported by the complete evidence pack, while keeping links between related topics such as highways and air quality clear.
- Members felt that a number of statutory/technical consultation responses are missing. This should be monitored and chased .

5. Highways and transport

- Members considered the submitted transport assessment inadequate, particularly in relation to the A127 junction, Daws Heath/Dorsey Road, narrow road sections, visibility, vehicle tracking, construction traffic, larger vehicles and journeys approaching or leaving from the east.
- Video monitoring of the junction is under way during morning and evening periods. Early footage appears to show vehicle movements that were not reflected in the applicant's assumptions. A resident questionnaire and additional photographic or video evidence were also discussed.
- A complaint sent to Essex County Council on 22 October has been passed to its Complaints and Compliance Team, with a response targeted for 19 November.
- Members agreed to write individually to the relevant county councillor, using personal examples and focusing on specific safety concerns. Complaints should be submitted through the correct formal route and followed up if responses are delayed.
- The group intends to use multiple ten-minute councillor surgery appointments on 28 November to present its evidence collectively.

6. Archaeology, heritage and trees

- Potential archaeological finds and historic landscape features have been raised with relevant bodies. Historic England advised that potentially nationally important features may require a formal listing application.
- Correspondence and evidence will be sent separately to the archaeological officer and through the Historic England route.
- The applicant's tree survey recorded 106 individual trees, 25 groups and four hedgerows, but reportedly identified no veteran or ancient trees. Members questioned this conclusion and will compare the survey against historic maps, Woodland Trust information and visible field boundaries.
- A field exercise will be arranged, weather permitting, to photograph, locate and measure relevant trees and boundary features. Access to nearby allotments may be requested where it would assist observation.
- Evidence relating to veteran-tree status and locations should be sent promptly to the council's arboricultural officer.

7. Flooding, drainage and utilities

- Anglian Water's concerns about the proposed surface-water discharge rate were noted. The precise acceptable and proposed rates should be checked against the published consultation response.
- The proposed connection point and grid reference should be located to assess whether the drainage proposal is practicable.
- Members raised concerns about downstream flood risk, riparian rights, the effect on the brook and the need for the Lead Local Flood Authority's response.
- The route of an existing gas main across the site was also noted as a constraint requiring clarification.

8. Scheme of delegation and committee process

- Members discussed the council's gateway assessment process and the risk of officers determining an application without sufficient challenge to technical consultation material.
- Applications concerning ten or more dwellings are understood to receive gateway review. The group considered that this application meets the stated tests because it raises significant economic, social and environmental issues and significant planning matters in relation to the development plan and other material considerations.
- Angela Sutton has requested committee determination and a site visit.

- The group will keep a close eye on whether Bellway's planning application goes before the provisional Development Committee on 10 November, and prepare to speak if the application is listed.
- Members will consider whether professional planning representation is needed, balancing the value of expert credentials against the quoted additional cost for attendance and speaking.

9. Constitution and membership

- The constitution currently provides for three officers and 11 additional committee members.
- Because two named members have not recently attended, the group will ask whether they wish to remain active committee members or support the group on an occasional basis. This is required to avoid uncertainty over quorum and voting majorities.
- Remote participation or voting arrangements will be checked against the constitution.

10. Next meeting

Rayleigh Lodge, Tuesday November 3rd