

# Planning & Environment COMMITTEE A G E N D A

**For a Meeting to be held on Tuesday 27 October 2026  
at 7.30pm  
at Champions Manor Hall, Hullbridge Road,  
South Woodham Ferrers**

**Membership:  
Councillor S Wilson Chairman  
Councillor M O'Brien Vice-Chairman**

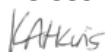
Councillor J Birch  
Councillor P Price  
Councillor M Sismey  
Councillor K Bentley

Councillor P Ferry  
Councillor I Roberts  
Councillor D Thompson  
Councillor C Benn

Councillor A Cash  
Councillor A Shearring  
Councillor D Eley

***Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community, and the Town. At the beginning of the meeting there is an opportunity for you to make representations, answer questions and give evidence in respect of any item of business on the agenda. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321 817. Please join us.***

**Karen Atkins  
Town Clerk  
21 October 2026**



**1. Apologies if Absence**

To RECEIVE apologies for absence.

**2. Dispensation considerations**

To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

**3. Declarations of Interest**

Any Member declaring an interest is asked to state whether this is a pecuniary registerable or non-registerable interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.

**4. Confirmation of Minutes**

To **APPROVE** the minutes of the meeting held on 29 September 2026 as a true record.

**5. Public Questions**

In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item of business covered by the Committees terms of reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.

**6. Budgetary Position**

The budgetary position on 21/10/2026 is attached to the agenda.

**7. Previous Planning Decisions and Appeals**

To note the City Council planning decisions which differ from the Town Council recommendations will be circulated prior to the meeting.

**8. Planning Applications**

To consider and agree comments on the planning applications as detailed on the list circulated and displayed on the Town Council noticeboards and website.

**9. Premises Licence Application**

Committee to consider a representation in respect of the attached application.

**10. Items to Note.**

- The Community Transport User & Awareness Survey 2026 resident survey has been extended until the 30th October 2026.  
<https://consultations.essex.gov.uk/iptu/community-transport-user-and-awareness-survey-2026>
- Chelmsford City Council has ordered the plants for the Town Council sponsored roundabout at Inchbonnie Road, with delivery expected in late October. They will be checked and cared for at the nursery until they are ready for planting.
- To **NOTE** Chelmsford City Council decision on application 26/01119/FUL.
- The painting of bus gate signs by Essex & Suffolk Water on Ferrers/Hullbridge Road have been reported to Essex Highways ref 6013322.
- The Millenium Bench on Ferrers Road has been removed and taken to the Men's Shed for maintenance work.
- Marsh Farm Earth Works - Planning & Enforcement confirmed by email on 19/10/2026 that the Council remains in ongoing negotiations with the landowner to reach an appropriate resolution to this matter. Chelmsford City Council will provide a further update when a material event occurs in the investigation.

**11. Committee Projects 2027 - 28**

Committee to consider future projects for the Planning & Environment Committee to be recommended to Finance & Projects Committee on 10th November 2026.  
Report circulated prior to the meeting.

**12. Budget 2027-28**

To consider the draft budget for Planning & Environment 2027-28. Information circulated with agenda.  
This will be recommended to Finance & Projects Committee on the 10th of November 2026.

**13. Fen maintenance**

Committee to consider two accessible gates and stile replacement on the Fen.

**14. Tree Survey 2026 – Town Council Land**

Committee to consider three quotations for the three-year tree survey of town council land attached to the agenda.

**15. Town Council Benches at the River**

Committee to consider the maintenance and refurbishment of three riverside Town Council benches.

**16. PSPO Consultation**

Committee to consider the reply from Chelmsford City Council and a suitable location for a pop-up event in South Woodham Ferrers.

**17. Report to Council**

To agree items to report at the next Council meeting on 17<sup>th</sup> November 2026.

**18. Media Coverage**

To consider whether any items on this agenda warrant a media release.

**19. Next Meeting**

The next meeting of the Planning and Environment Committee will be on 24 November 2026 at 7.30pm.

**Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.**

## Detailed Income &amp; Expenditure by Budget Heading 21/10/2026

Month No: 7

## Cost Centre Report

|                                                      | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------------------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>300 Environment General</b>                       |                        |                   |                    |                          |                    |              |                         |
| 4325 Litter & Vegetation Control                     | 88                     | 3,500             | 3,412              |                          | 3,412              | 2.5%         |                         |
| 4328 Tree Works                                      | 0                      | 8,000             | 8,000              |                          | 8,000              | 0.0%         |                         |
| 4505 Open Spaces Maintenance                         | 1,835                  | 3,000             | 1,165              |                          | 1,165              | 61.2%        |                         |
| 4506 Open Spaces Maint. (John Cox)                   | 26,091                 | 30,398            | 4,307              |                          | 4,307              | 85.8%        | 17,398                  |
| 4700 Street Furniture & Signage                      | 0                      | 3,000             | 3,000              |                          | 3,000              | 0.0%         |                         |
| 4705 Hanging Baskets                                 | 11,410                 | 13,000            | 1,590              |                          | 1,590              | 87.8%        |                         |
| 4710 Roundabout Sponsorship                          | 1,837                  | 1,900             | 63                 |                          | 63                 | 96.7%        |                         |
| 4720 Fenn Maintenance                                | 5,092                  | 10,000            | 4,908              |                          | 4,908              | 50.9%        | 2,493                   |
| <b>Environment General :- Indirect Expenditure</b>   | <b>46,353</b>          | <b>72,798</b>     | <b>26,445</b>      | <b>0</b>                 | <b>26,445</b>      | <b>63.7%</b> | <b>19,891</b>           |
| <b>Net Expenditure</b>                               | <b>(46,353)</b>        | <b>(72,798)</b>   | <b>(26,445)</b>    |                          |                    |              |                         |
| 6000 plus Transfer from EMR                          | 19,891                 | 0                 | (19,891)           |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                | <b>(26,462)</b>        | <b>(72,798)</b>   | <b>(46,336)</b>    |                          |                    |              |                         |
| <b>310 Garden of Remembrance</b>                     |                        |                   |                    |                          |                    |              |                         |
| 1300 Garden of Remembrance Income                    | 10,479                 | 15,000            | 4,521              |                          |                    | 69.9%        |                         |
| <b>Garden of Remembrance :- Income</b>               | <b>10,479</b>          | <b>15,000</b>     | <b>4,521</b>       |                          |                    | <b>69.9%</b> | <b>0</b>                |
| 4010 Water                                           | 68                     | 200               | 132                |                          | 132                | 33.9%        |                         |
| 4760 GoR Supplies                                    | 3,225                  | 5,500             | 2,275              |                          | 2,275              | 58.6%        | 150                     |
| 4765 GoR Maintenance                                 | 3,522                  | 6,000             | 2,478              |                          | 2,478              | 58.7%        | 611                     |
| 4770 GoR Security                                    | 2,686                  | 5,500             | 2,814              |                          | 2,814              | 48.8%        |                         |
| <b>Garden of Remembrance :- Indirect Expenditure</b> | <b>9,502</b>           | <b>17,200</b>     | <b>7,698</b>       | <b>0</b>                 | <b>7,698</b>       | <b>55.2%</b> | <b>761</b>              |
| <b>Net Income over Expenditure</b>                   | <b>977</b>             | <b>(2,200)</b>    | <b>(3,177)</b>     |                          |                    |              |                         |
| 6000 plus Transfer from EMR                          | 761                    | 0                 | (761)              |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                | <b>1,739</b>           | <b>(2,200)</b>    | <b>(3,939)</b>     |                          |                    |              |                         |
| <b>Grand Totals:- Income</b>                         | <b>10,479</b>          | <b>15,000</b>     | <b>4,521</b>       |                          |                    | <b>69.9%</b> |                         |
| <b>Expenditure</b>                                   | <b>55,855</b>          | <b>89,998</b>     | <b>34,143</b>      | <b>0</b>                 | <b>34,143</b>      | <b>62.1%</b> |                         |
| <b>Net Income over Expenditure</b>                   | <b>(45,376)</b>        | <b>(74,998)</b>   | <b>(29,622)</b>    |                          |                    |              |                         |
| plus Transfer from EMR                               | 20,652                 | 0                 | (20,652)           |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                | <b>(24,724)</b>        | <b>(74,998)</b>   | <b>(50,274)</b>    |                          |                    |              |                         |

## **Planning Differences for Meeting 27<sup>th</sup> October 2026**

There are no planning differences.

Planning Applications To Be Considered at Meeting 27<sup>th</sup> October 2026

|              |    |                |                                                                                  |    |
|--------------|----|----------------|----------------------------------------------------------------------------------|----|
| 26/01258/FUL | 21 | Broughton Road | Single storey rear extension with internal alterations and external alterations. | SW |
|--------------|----|----------------|----------------------------------------------------------------------------------|----|

*No previous occasions the site/property has been considered by South Woodham Ferrers Town Council*

|              |    |            |                                                              |    |
|--------------|----|------------|--------------------------------------------------------------|----|
| 26/01291/FUL | 15 | Green Lane | Retrospective application for installation of boundary fence | KB |
|--------------|----|------------|--------------------------------------------------------------|----|

| date rec'd | application ref | house no. | street     | application description                                                                                                                                                     | Cllr | Decision     | Minute re | CCC Decision | Comments                                                                     |
|------------|-----------------|-----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------|-----------|--------------|------------------------------------------------------------------------------|
| 14.09.26   | 76/1015/S73     | 15        | Green Lane | Variation of condition 4 to approved planning permission CHL/1015/76 (Erection of 6 semi-detached houses and 2 detached houses and access road) Erection of a timber fence. | AC   | No Objection | PE-26-515 | Withdrawn    | The Planning and Environment Committee has NO OBJECTIONS to this application |

|              |    |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |
|--------------|----|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 26/05217/TPO | 11 | Taffrail Gardens | T16 - Oak (marked T1 on plan) - Reduce the existing crown back to the previous established pruning/pollard points and undertake a light crown thin of approximately 10%, concentrating on selected secondary growth to achieve an even distribution throughout the crown. Reason - Fruiting bodies of Ganoderma applanatum have been identified around the base of the tree and subsequent Resistograph testing has confirmed areas of decay and cavity within the lower stem. The decay identified could have an effect upon the structural integrity of the tree at its present size. Management response intended to reduce crown sail area and associated wind loading whilst retaining the protected tree. | AS |
|--------------|----|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|

| date rec'd | application ref | house no. | street           | application description                                                                                                                                                                                                                                                              | Cllr | Decision     | Minute re | CCC Decision |
|------------|-----------------|-----------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------|-----------|--------------|
| 20.03.14   | 14/05071/TPO    | 11        | Taffrail Gardens | Oak(T6) - on rear boundary- crown reduce by 1.5m (2m maximum), cutting to suitable growing points; crown lift to 4m, removing epicormic growth, cutting to branch collar                                                                                                             | KM   | No objection | EP622.2   | Permitted    |
| 22.05.17   | 17/05096/TPO    | 11        | Taffrail Gardens | T16 Oak - in rear garden. Works: crown lift to 5m on applicant's property side. If necessary reduce growth back to previous growth points (1.5m) on property side. Crown thin by 15%, control growth on property side. Takes up half of garden, reduces activities and use of garden | KM   | No objection | P216.15   | Permitted    |
| 07.07.21   | 21/05161/TPO    | 11        | Taffrail Gardens | P16 - Oak - Rear garden - 4m crown reduction, crown lift to 4m, remove epicormic growth, cutting to branch collar - Reason - Maintenance, tree has not been reduced since 2014                                                                                                       | A    | P349         | A         | Permitted    |
| 03.10.13   | 13/05224/TPO    | 11        | Taffrail Gardens | Oak - rear garden - reduce overhang into 13 Taffrail Gardens to boundary line, cutting to suitable growing points                                                                                                                                                                    | KM   | No objection | EP536.7   | Permitted    |
| 26.05.26   | 26/05088/TPO    | 11        | Taffrail Gardens | T16 - Oak - Crown reduction by 3m back to previous points. Crown thin by 10%. Crown lift to 6m. Reason - Tree hasn't been cut for a number of years                                                                                                                                  | AS   | No Objection | PE-26-460 | Refused      |

|              |            |                           |                                                                                                                                                                                                   |    |
|--------------|------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 26/01330/FUL | Unit 2, 19 | Queen Elizabeth II Square | Removal of existing home shopping lockers, creating 2No. New Click and Collect Bays. New signage to be added to Click and Collect area with directional signage around the site towards location. | AS |
| 26/01331/ADV | Unit 2, 19 | Queen Elizabeth II Square | Proposed installation of non-illuminated signage                                                                                                                                                  | AS |

| date rec'd | application ref | house no.                              | street                                      | application description                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CLlr | Decision                            | Minute ref | CCC Decision |
|------------|-----------------|----------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------|------------|--------------|
| 05.01.16   | 15/01962/FUL    |                                        | Asda Stores 1-10 Queen Elizabeth II Square  | relocate 2 no existing air conditioning units and the construction of a new steel platform to receive new condenser unit and associated works                                                                                                                                                                                                                                                                                                                                                   | RH   | No objection                        | P54.7      | Permitted    |
| 20.03.15   | 15/00348/FUL    |                                        | Asda Stores 1-10 Queen Elizabeth II Sq      | the construction of a Home Shopping van loading canopy, installation of external freezer unit, construction of a Click & Collect canopy and other associates works. Removal of two trees.                                                                                                                                                                                                                                                                                                       | RB   | No objection                        | EP785.7    | Permitted    |
| 20.03.15   | 15/00349/ADV    |                                        | Asda Stores 1-10 Queen Elizabeth II Sq      | display of advertisements including four externally illuminated fascia signs and various non illuminated signs                                                                                                                                                                                                                                                                                                                                                                                  | RB   | No objection                        | EP785.8    | Permitted    |
| 19.04.11   | 11/00576/FUL    |                                        | Asda Stores, 1-10 Queen Elizabeth II Square | Installation of refrigeration units on gantry above two existing refrigeration packs in the rear delivery yard.                                                                                                                                                                                                                                                                                                                                                                                 | JB   | No objection                        | EP628.1    | Permitted    |
| 26.09.11   | 11/01475/ADV    |                                        | Asda Stores, 1-10 Queen Elizabeth II Square | installation of new free standing steel frame Asda banner sign                                                                                                                                                                                                                                                                                                                                                                                                                                  | GA   |                                     |            | W            |
| 21.06.13   | 13/00824/ADV    |                                        | Asda Stores, 1-10 Queen Elizabeth II Square | car park signage, windows graphic                                                                                                                                                                                                                                                                                                                                                                                                                                                               | RB   | No objection                        | EP463.3    | Permitted    |
| 29.07.13   | 13/01006/FUL    |                                        | Asda Stores, 1-10 Queen Elizabeth II Square | homeshopping walkway canopy                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | RB   | No objection                        | EP481.11   | Permitted    |
| 02.07.18   | 18/01078/ADV    |                                        | Asda Stores, 1-10 Queen Elizabeth II Square | 3 no internally illuminated fascia signs                                                                                                                                                                                                                                                                                                                                                                                                                                                        | JB   | ???                                 | P358       | Permitted    |
| 13.07.22   | 22/01064/FUL    | Asda Stores 1-10                       | Queen Elizabeth II                          | Partial demolition of existing home shopping pod, including the complete removal of existing chiller, freezer and slab. Complete demolition of existing van loading area including canopy. Removal of existing grocery collections area including existing lockers. Construction of new home shopping pod extension, including the construction of new chiller and freezer stores. Construction of new 4 bay van loading canopy. Installation of new 2 drive through grocery collection points. | M.O. | No Objection                        | PE45       | Permitted    |
| 23.11.17   | 17/01965/FUL    | 1 to 10                                | Queen Elizabeth II Sq                       | new extension to Home Shopping pod. New grocery collection lockers. New loading canopy for delivery vans                                                                                                                                                                                                                                                                                                                                                                                        | KG   | Object to Relocation of smoking bay | P280.4     | Permitted    |
| 30.10.18   | 18/01803/FUL    | 11 to 12                               | Queen Elizabeth II Sq.                      | Planning Application to Change the Use of an Existing Class A1 (retail) Unit to a Class A4/D2 (drinking establishments/leisure and External alterations to Provide Fire Exit Doors.                                                                                                                                                                                                                                                                                                             | AS   | Objects                             | P406       | Permitted    |
| 21.04.10   | 10/00607/ADV    | 18                                     | Queen Elizabeth II Square                   | 1 x internally illuminated fascia sign & 2 x internally illuminated projecting signs                                                                                                                                                                                                                                                                                                                                                                                                            | RB   | No objection                        | EP426.6    | Permitted    |
| 28.06.10   | 10/00956/FUL    | 19                                     | Queen Elizabeth II Square                   | alteration to shop front with replacement windows and installation of an additional fire exit                                                                                                                                                                                                                                                                                                                                                                                                   | JB   | No objection                        | EP469.3    | Permitted    |
| 26.10.12   | 12/01565/ADV    | 14                                     | Queen Elizabeth II Square                   | retrospective application for illuminated shop signs at rear & front of building replacing an original illuminated sign                                                                                                                                                                                                                                                                                                                                                                         | RB   | No objection                        | EP328.9    | Permitted    |
| 17.05.18   | 18/00659/FUL    | 11-12                                  | Queen Elizabeth II Square                   | Change of use from A1 retail to D2 Leisure                                                                                                                                                                                                                                                                                                                                                                                                                                                      | JB   | No Objection with comment           | P346       | Refused      |
| 29.11.18   | 18/01918/FUL    | Mcdonalds Restruant Asda Stores 1 - 10 | Queen Elizabeth II Square                   | Proposed outside seating area with furniture and associated barriers.                                                                                                                                                                                                                                                                                                                                                                                                                           | AS   | Objects                             | P419       | Permitted    |
| 20.11.19   | 19/01869/FUL    | 1 to 10                                | Queen Elizabeth Sq.                         | Construction of a hand car wash in the car park of Asda, including the landing of a cabin and installation of a canopy and ANPR camera.                                                                                                                                                                                                                                                                                                                                                         | M.S. | Objection                           | P83        | Permitted    |
| 03.02.21   | 21/00155/FUL    |                                        | Queen Elizabeth Square, McDonald            | Alterations to shop front to create a walk-up window, including associated works to the site.                                                                                                                                                                                                                                                                                                                                                                                                   | I.R. | No Objection                        | P276       | Permitted    |

|              |      |                 |                                                                                                                                     |    |
|--------------|------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------|----|
| 26/01323/FUL | 195A | Hullbridge Road | Proposed single storey rear extension and garage loft conversion with two new dormers and external staircase. External alterations. | MS |
|--------------|------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------|----|

| date rec'd | application ref | house no. | street          | application description                                        | Cllr | Decision     | Minute ref | CCC Decision |
|------------|-----------------|-----------|-----------------|----------------------------------------------------------------|------|--------------|------------|--------------|
| 03.08.16   | 16/01362/FUL    | 195a      | Hullbridge Road | retrospective application to provide single storey garden room | RWE  | No objection | P120.10    | Permitted    |
| 18.07.18   | 18/01030/FUL    | 195a      | Hullbridge Road | Single storey rear extension and garage loft conversion        | MS   | No objection | P358       | Permitted    |

|              |    |                     |                                                                                                                                                                          |    |
|--------------|----|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 26/01371/FUL | 23 | Mount Pleasant Road | Part two storey, part first floor side and rear extension. Loft conversion with hip to gable extension, five front dormers, a rear dormer and rear balcony. Front porch. | PP |
|--------------|----|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|

*No previous occasions the site/property has been considered by South Woodham Ferrers Town Council*

`Please note that we are not the Planning Authority for these details please sign up for application alerts in your area from Chelmsford City Council.

## Agenda item 9 Premises Licence Application

Dear Members,

You are advised that an application has been received in respect of the premises listed below for a new premises licence under the Licensing Act 2003.

|                                                            |                                                                                                 |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Premises:</b>                                           | Cummins                                                                                         |
| <b>Address:</b>                                            | 76 Gandalf's Ride, South Woodham Ferrers, Chelmsford CM3 5WS                                    |
| <b>Applicant:</b>                                          | Jathukulan Kailayanathan                                                                        |
| <b>Licensable Activities applied for:</b>                  | Sale of Alcohol Monday - Sunday 07:00 – 23:00                                                   |
| <b>Times premises will be open:</b>                        | Opening hours Monday - Sunday 07:00 – 23:00                                                     |
| <b>Applicants brief description</b>                        | convenience store as per plan                                                                   |
| <b>Date by which any representations must be received:</b> | 17th November 2026                                                                              |
| <b>Case officer:</b>                                       | Alex Wilson<br><a href="mailto:Alex.wilson@chelmsford.gov.uk">Alex.wilson@chelmsford.gov.uk</a> |

You are advised you are now entitled to make representations in respect of this application in your own right.

You may also represent a person, who is an interested party, who has asked you to speak on their behalf, however, in this instance you can only speak on the points raised by that interested party in their written representation and you will not be permitted to add your own personal views.

Any such representation made must be made in writing and be received by the Licensing team within the 28-day consultation period. It must be relevant to the four licensing objectives, which are:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance; and
- The protection of children of harm

If you require any further assistance, please let us know.



## TOWN AND COUNTRY PLANNING ACT 1990

**Agent:**

Mr Ashley Robinson  
A R Property Designs  
112 Inchbonnie Road  
South Woodham Ferrers  
Chelmsford  
CM3 5ZW

**Applicant:**

Mr & Mrs T Stratton  
8 Arwen Grove  
South Woodham Ferrers  
Chelmsford  
Essex  
CM3 5ZJ

### REFUSAL OF PLANNING PERMISSION

LOCATION: **8 Arwen Grove South Woodham Ferrers Chelmsford CM3 5ZJ**  
PROPOSAL: **Part single, part two storey extensions & garage conversion with alterations.**  
APPLICATION NO: **26/01119/FUL**  
DATE RECEIVED: **17 August 2026**  
DRAWING NO(s): **Site Location Plan; DRWG 02C Plans; DRWG 01C Plans; Bat Survey Declaration; Flood Zone Document;**

The Council has given consideration to the application and plans as specified above, and hereby gives notice of its decision to **REFUSE PLANNING PERMISSION** for the following reasons: -

**Reason 1**

Policy DM29 of the Chelmsford Local Plan safeguards the living environment of the occupiers of any nearby residential property by ensuring that development is not overbearing and does not result in unacceptable overlooking or overshadowing.

Appendix B of the adopted Local Plan provides information about standards that apply to all new residential developments in Chelmsford. It ensures new developments meet the needs of their occupiers, minimise the impact of new developments on surrounding occupiers and encourage higher rates of recycling.

The proposed first-floor rear extension, by reason of its proximity to No. 192 Inchbonnie Road, would fail to maintain remoteness standards of Local Plan Appendix B and would result in an unacceptable degree of overbearing impact and a loss of privacy to neighbouring occupiers.

The proposal would therefore be contrary to Policy DM29 of the Chelmsford Local Plan and the standards contained within Appendix B of the Local Plan.

**Positive and Proactive Statement**

The Council offers a pre-application advice service to discuss development proposals and ensure that planning applications have the best chance of being approved. The applicant did not take advantage of this service. The local planning authority has identified matters of concern with the proposal and the report clearly sets out why the development fails to comply with the adopted development plan.

The report also explains why the proposal is contrary to the objectives of the National Planning Policy Framework to deliver sustainable development.

The applicant is invited to discuss a revised proposal with the Local Planning Authority through our pre-application advice service with the aim to resolving the unacceptable element(s) of the scheme.

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Date: 16 October 2026

Signed:

*Kirsty Dougal*

**KIRSTY DOUGAL**

Planning Services Manager (Development Management)

**IMPORTANT - YOUR ATTENTION IS DRAWN TO THE NOTES ATTACHED**

## **NOTICE TO APPLICANT WHERE PERMISSION IS REFUSED**

### **Appeals to the Secretary of State**

- If you are aggrieved by the decision of your Local Planning Authority to refuse permission for the proposed development or to grant it subject to conditions then you can appeal to the Secretary of State for the Department for Communities and Local Government under Section 78 of the Town and Country Planning Act 1990.
- For householder and minor commercial applications you must appeal within **12 weeks** of the Council's decision. For other application types you must appeal within six months of the Council's decision.
- **However if the development as described in your application is the same or substantially the same as development that is currently the subject of an enforcement notice then you must appeal within 28 days of the date of the service of this decision notice.**
- Appeals should be made online via <https://appeal-planning-decision.service.gov.uk/before-you-start>. If someone does not have access to the internet and needs help completing the appeal digitally, they should contact the Planning Inspectorate customer service team on 0303 444 5000 who will provide details of support options available.
- Before making an appeal, you may find it helpful to review guidance and watch a video explaining the appeals process at <https://www.gov.uk/government/collections/make-an-appeal-to-the-planning-inspectorate-and-associated-guidance>.
- The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.
- The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under the order.

### **Notification of Appeals**

- You must send a copy of your appeal to the local authority. In accordance with appeal procedures, when forwarding copies of appeal forms and additional information, plans or drawings direct to the local authority, please send electronic copies to [planning.appeals@chelmsford.gov.uk](mailto:planning.appeals@chelmsford.gov.uk) or address to the Director of Sustainable Communities, Chelmsford City Council, P.O. Box 7544, Civic Centre, Duke Street, Chelmsford, Essex, CM1 1XP.
- If you intend to submit an appeal that you would like examined by public inquiry you must notify the local authority as above and the Planning Inspectorate at [inquiryappeals@planninginspectorate.gov.uk](mailto:inquiryappeals@planninginspectorate.gov.uk) at least **10 days before** submitting the appeal.

### **Purchase Notices**

- If either the local planning authority or the Secretary of State for the Department for Communities and Local Government grant permission to develop land subject to conditions, the owner can claim that he can neither put the land to a reasonably beneficial use in its existing state nor can he render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.
- In these circumstances, the owner may serve a purchase notice on the Council in whose area the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI, Chapter I of the Town and Country Planning Act 1990.

### **Compensation**

- In certain circumstances compensation may be claimed from the Local Planning Authority if permission is granted subject to conditions by the Secretary of State on appeal or on reference of the application to them.
- These circumstances are set out in Section 114 and related to provisions of the Town and Country Planning Act 1990.



**DECISION MADE BY THE DIRECTOR OF SUSTAINABLE COMMUNITIES**

|                         |   |                                                                                                  |
|-------------------------|---|--------------------------------------------------------------------------------------------------|
| <b>Application No</b>   | : | 26/01119/FUL Full Application                                                                    |
| <b>Location</b>         | : | 8 Arwen Grove South Woodham Ferrers Chelmsford CM3 5ZJ                                           |
| <b>Proposal</b>         | : | <b>Part single, part two storey extensions &amp; garage conversion with alterations.</b>         |
| <b>Applicant</b>        | : | Mr & Mrs T Stratton                                                                              |
| <b>Agent</b>            | : | Mr Ashley Robinson                                                                               |
| <b>Date Valid</b>       | : | 17th August 2026                                                                                 |
| <b>Development Type</b> | : | HH Extn, alt & improve (D21A)                                                                    |
| <b>Drawing No(s)</b>    | : | Site Location Plan; DRWG 02C Plans; DRWG 01C Plans; Bat Survey Declaration; Flood Zone Document; |
| <b>Target Date</b>      | : | 11th October 2026                                                                                |
| <b>Consult Expiry</b>   | : | 2nd October 2026                                                                                 |

**Description of the site**

- Two-storey dwelling located within South Woodham Ferrers Urban Area
- Cul-de-sac characterised by large, detached dwelling with designated car-parking garages
- Partially enclosed driveway
- Tight boundary relationships to the side and rear

**Details of the proposal**

This application seeks full planning permission for the erection of part single-storey and part two-storey extensions, the conversion of the existing garage to provide an additional ground floor bedroom and storage accommodation (becoming a five-bedroom dwelling) and the erection of a front porch canopy.

The proposed single-storey rear extension would project 4.0m from the rear elevation and feature a lean-to roof with an eaves height of 2.775m and a maximum height of 3.875m. The extension would incorporate a rooflight and patio doors within the rear elevation.

The proposed part two-storey rear extension would project 4.0m from the rear elevation and include a gable roof with the ridge set approximately 1.4m below that of the existing dwelling. The first floor would contain two windows, while the ground floor would incorporate a window and patio doors.

An infill side extension is proposed to connect the existing dwelling to the detached garage. This element would measure approximately 7.9m in width at the front and 6.4m in width at the rear and would feature a flat roof with a maximum height of 6.0m. The front elevation would contain a door and window, while the rear elevation would include sliding doors.

The existing garage would be converted to provide ancillary storage accommodation. External alterations would include the installation of horizontal windows within the front elevation.

The proposal also includes the creation of ground floor bedroom accommodation, associated internal alterations, and the erection of a front porch canopy.

### **Other relevant applications**

None relevant.

### **Consultations**

The following were consulted as part of the application:

- South Woodham Ferrers Town Council – objection.

Outlining overdevelopment of the site that is out of keeping with the modest character of Arwen Grove and could increase parking pressure within the constrained cul-de-sac. Also raises concerns regarding overlooking, overshadowing and an overbearing impact on neighbouring properties arising from the first-floor windows and the two-storey rear extension.

- Public Health & Protection Services – no comments.

- Local residents – 4 objections.

Outlining adverse impacts on neighbouring residential amenity, including overlooking, loss of privacy, overshadowing, loss of light and overbearing impact. Concerns were also raised regarding the scale and form of the extensions, their effect on the character of the area, parking provision and highway safety.

### **Planning considerations**

Chelmsford City Council is currently in the process of reviewing the Chelmsford Local Plan (2013-2036), which was adopted in May 2020. The Local Plan (2022-2041) was submitted to the Secretary of State on 5th June 2026 and will be the subject of an Independent Examination.

The emerging Chelmsford Local Plan Review has been taken into account; however, its emerging policies are not determinative to the assessment or recommendation.

### *Policy Considerations*

The site is located within the Urban Area of South Woodham Ferrers wherein the principle of development is acceptable subject to consideration of development impact. Those considerations have concluded that this application should be refused.

Policy DM23 of Chelmsford Local Plan states that planning permission will be granted for development that respects the character and appearance of the area in which it is located. Development must be compatible with its surroundings having regard to scale, siting, form, architecture, materials, boundary treatments and landscape.

Policy DM27 of the Chelmsford Local Plan states that the Council to consider the vehicle parking standards in the Essex Parking Standards - Design and Good Practice (2009), or any later amendments, when determining planning applications. The Council adopted new Essex-wide parking standards in 2024.

Policy DM29 of the Chelmsford Local Plan safeguards the living environment of the occupiers of any nearby residential property by ensuring that development is not overbearing and does not result in unacceptable overlooking or overshadowing.

Appendix B of the adopted Local Plan provides information about standards that apply to all new residential developments in Chelmsford. It ensures new developments meet the needs of their occupiers, minimise the impact of new developments on surrounding occupiers and encourage higher rates of recycling.

### *Design*

The prevailing character of Arwen Grove is derived from its detached housing forms, stylised take on vernacular Essex forms and the generally consistent use of materials. In terms of their form and materials, the proposed front, side and rear extensions would relate appropriately to the host dwelling and would be consistent with the prevailing character of the street scene. Sufficient private garden space would remain to serve the enlarged dwelling.

Although the flat roofed link section of development is not particularly harmonious with the prevailing building forms or attributes, it would be a modest part of the site and there is reasonable amount of screening from the front.

Overall, the proposal would respect the appearance of the host dwelling and the character of the wider area. The development therefore complies with Policy DM23 of the Chelmsford Local Plan.

### *Amenity*

The site adjoins No. 6 Arwen Grove to the north-west, No. 188 Inchbonnie Road to the south-east and No. 192 Inchbonnie Road to the south-west. To the north-east is a parking court with several properties beyond,, but the proposals do not bring the application property any closer to these properties nor change the general relationship compared to the existing arrangement.

An existing detached garage sits between Nos. 6 and 8 Arwen Grove which provides a degree of screening to the proposed works at No. 8. The proposed side and rear extensions would create a greater sense of built form when viewed from No. 6 Arwen Grove. However, this would not be sufficient to result in harm to residential amenity given its remoteness. The extensions would not introduce any additional overlooking, nor would they give rise to an overbearing impact or an unacceptable loss of light. In accordance with Appendix B of Chelmsford Local Plan.

No. 188 Inchbonnie Road has a linear relationship with No. 8 Arwen Grove, but the plots are reversed meaning the proposed extensions to the rear of No. 8 would be adjacent to the driveway of no. 188. The proposals would therefore have no harmful impact on private spaces of that neighbouring property.

The site backs onto No. 192 Inchbonnie Road, a two-storey dwelling immediately to the south-west of the application property. This is a parallel back-to-back relationship as defined in Appendix B, and the already close proximity of the two properties creates a sensitive relationship.

The proposed first-floor extension to the rear of No. 8 Arwen Grove would greatly intensify the relationship with No. 192. The extension would have an overbearing presence when viewed from No. 192, exacerbated by the close proximity of the two properties, with only 21 (approx.) metres separating the resulting two-storey forms. Appendix B, Table 9 (Criterion A), requires a minimum remoteness distance of 25 metres between parallel two-storey buildings. This relationship would mean a more harmful presence of built form, which would give rise to overbearing effects and the loss of reasonable degree of privacy that is achieved through maintaining sufficient remoteness which is an unacceptable relationship to impose on the adjacent neighbour. Furthermore, due to the limited remoteness of approximately 7 metres from the shared boundary, compared to the requirement of 15 metres (Appendix B, Table 9, Criterion C), the harmful presence of development is exacerbated as this means there is a very limited remoteness to the garden as well, and the impact arising from the proposed relationship would be intensified and severe, and thus

unacceptable. The enlarged building would have a dominant presence when viewed from the neighbouring property and would result in a harmful loss of privacy owing to the proximity of two-storey windowed elevations (windows serving bedrooms).

The proximity between the proposed first-floor rear-facing windows and No. 192, including its rear garden, would result in a severe degree of overlooking. The proposed windows would serve two separate bedrooms, both of which are primary habitable rooms at first-floor level. As such, the relationship could not be adequately mitigated to avoid overlooking, having regard to Appendix B, Table 9 (Criterion A).

Appendix B, Table 9 (Criterion C) acknowledges that some existing back-to-back relationships will already fall below the standard and allows the circumstances of each case to be considered more on merit. This is to allow wider mitigation to be factored into the planning assessment which may allow for a lesser standard of remoteness in some cases to be considered acceptable. There is no overriding mitigation to be considered in this instance.

The harm to the amenity of No. 192 Inchbonnie Road arising from the extension, due to its proximity, presence of window openings and limited remoteness from the neighbouring property, would be unacceptable.

As such, the proposal would fail to comply with Appendix B and Policy DM29 of the Chelmsford Local Plan.

#### *Parking*

The proposed floor plans show that the dwelling would increase from a four-bedroom to a five-bedroom dwelling through the proposed garage conversion and side extension. In accordance with the Essex Parking Standards (2024), the resulting five-bedroom dwelling should be served by a minimum of two off-street parking spaces.

Although the garage conversion would result in the loss of one designated covered parking space, the existing front driveway would retain sufficient space to accommodate at least two vehicles following completion of the development. Given the extent of the paved frontage and its partially enclosed position at the end of the cul-de-sac, it is considered that adequate on-site parking provision would remain to serve the enlarged dwelling.

As such, on balance, the proposal would provide sufficient parking provision and would comply with Policy DM27 of the Chelmsford Local Plan.

#### **Biodiversity Net Gain**

Exemption: householder application

#### **Community Infrastructure Levy (CIL)**

This application is not CIL liable.

#### **RECOMMENDATION**

**The Application be REFUSED for the following reasons:-**

### **Reason 1**

Policy DM29 of the Chelmsford Local Plan safeguards the living environment of the occupiers of any nearby residential property by ensuring that development is not overbearing and does not result in unacceptable overlooking or overshadowing.

Appendix B of the adopted Local Plan provides information about standards that apply to all new residential developments in Chelmsford. It ensures new developments meet the needs of their occupiers, minimise the impact of new developments on surrounding occupiers and encourage higher rates of recycling.

The proposed first-floor rear extension, by reason of its proximity to No. 192 Inchbonnie Road, would fail to maintain remoteness standards of Local Plan Appendix B and would result in an unacceptable degree of overbearing impact and a loss of privacy to neighbouring occupiers.

The proposal would therefore be contrary to Policy DM29 of the Chelmsford Local Plan and the standards contained within Appendix B of the Local Plan.

### **Positive and Proactive Statement**

The Council offers a pre-application advice service to discuss development proposals and ensure that planning applications have the best chance of being approved. The applicant did not take advantage of this service. The local planning authority has identified matters of concern with the proposal and the report clearly sets out why the development fails to comply with the adopted development plan. The report also explains why the proposal is contrary to the objectives of the National Planning Policy Framework to deliver sustainable development. The applicant is invited to discuss a revised proposal with the Local Planning Authority through our pre-application advice service with the aim to resolving the unacceptable element(s) of the scheme.

### **SUMMARY OF RELEVANT ADOPTED PLANNING POLICIES:**

#### **APPB**

Appendix B forms part of the adopted Local Plan and provides information about standards that apply to all new residential developments in Chelmsford including conversions, apartments, houses, Houses in Multiple Occupation (HMO's) and extensions, unless it can be demonstrated that the particular site circumstances require a different design approach. The standards seek to ensure new developments will meet the needs of their occupiers, minimise the impact of new developments on surrounding occupiers and encourage higher rates of recycling.

#### **DM23**

Policy DM23 - High Quality & Inclusive Design - Planning permission will be granted for development that respects the character and appearance of the area in which it is located. Development must be compatible with its surroundings having regard to scale, siting, form, architecture, materials, boundary treatments and landscape. The design of all new buildings and extensions must be of high quality, well proportioned, have visually coherent elevations, active elevations and create safe, accessible and inclusive environments.

#### **DM27**

WEB  
04FDEL

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Policy DM27 - Parking Standards - The Council will have regard to the vehicle parking standards set out in the Essex Parking Standards - Design and Good Practice (2009) or as subsequently amended when determining planning applications. The relevant standards are contained in the 2024 Essex Parking Guidance which were adopted by Chelmsford City Council in 2025.

DM29

Policy DM29 - Protecting Living & Working Environments - Development proposals must safeguard the amenities of the occupiers of any nearby residential property by ensuring that development is not overbearing and does not result in unacceptable overlooking or overshadowing. Development must also avoid unacceptable levels of polluting emissions, unless appropriate mitigation measures can be put in place and permanently maintained.

### **Background Papers**

Case File

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## Agenda Item 14 Tree Survey 2026

Our tree survey was conducted last at the end of 2023, with some works carried out in 2024. This means that the survey is due again for end of 2026. Quotes based on maps and inspection from 2023 sent to all suppliers.

### Quote A

|                                                                                                                                                                              |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Arboricultural Consultancy services to include                                                                                                                               | £3,750.00 |
| - To carry out a re-survey of the trees within the following sites located in South Woodham Ferrers, as documented in Arboricultural Condition Report (01-202308)            |           |
| 1. Garden of Remembrance                                                                                                                                                     |           |
| 2. Uniformed Youth Site                                                                                                                                                      |           |
| 3. Collingwood Pond                                                                                                                                                          |           |
| 4. Marsh Farm Allotments                                                                                                                                                     |           |
| 5. John Cox Site                                                                                                                                                             |           |
| 6. Victoria Fields                                                                                                                                                           |           |
| 7. Woodham Fenn                                                                                                                                                              |           |
| 8. Play Area plus large tree, Village Hall                                                                                                                                   |           |
| 9. Wooded Area, Wickford Road                                                                                                                                                |           |
| - To produce management recommendations with work priority and a suggested re-inspection frequency, provided within a single contextual report with accompanying site plans. |           |

Quote £3,750.00+ VAT – same quotation as 2023 survey.

### Quote B

| VALID tree risk assessment and a Tree Risk-Benefit Management Strategy                                                                                                                                                                                                                                                                                                                                                                                                        | Fees/Disbursements                                                                   |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------|
| <b>VALID tree risk assessment and a Tree Risk-Benefit Management Strategy up to 350 trees</b><br><br><b>What we'll do</b><br>⇒ <b>All</b> trees on your site will be inspected closely by one of our experts.<br>⇒ <b>Not all trees</b> will be recorded within the report—only those that constitute a risk that is Not Acceptable or Not Tolerable.<br>⇒ We will then provide management options to manage the risk to Acceptable levels, which may mean removing the tree. | <b>Standard</b><br>Survey within 2-4 weeks                                           | £3,989+VAT |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Rapid</b><br>Survey within 2-5 days – subject to availability                     | £4,999+VAT |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Next Working Day</b><br>As 'Rapid' with report guaranteed by 5pm next working day | N/A        |

Quote £3,989.00+ VAT

Quote C

| Description                                                                                                                                                                                                                                                       | Quantity | Unit Price | VAT | Amount GBP |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|-----|------------|
| <div>OPTION 1</div> <div>To undertake walkover survey of 8 identified sites, identify hazard trees and provide details of any necessary remedial work recommendations alongside an annotated site plan.</div>                                                     | 1.00     | 1,050.00   | 20% | 1,050.00   |
| <div>OPTION 2</div> <div>To undertake an inventory of all significant arboricultural features and provide a schedule of relevant tree details, prioritised remedial work recommendations and a supporting, annotated site plan for the 8 identified sites..</div> | 1.00     | 2,100.00   | 20% | 2,100.00   |
| Subtotal                                                                                                                                                                                                                                                          |          |            |     | 3,150.00   |
| TOTAL VAT 20%                                                                                                                                                                                                                                                     |          |            |     | 630.00     |
| TOTAL GBP                                                                                                                                                                                                                                                         |          |            |     | 3,780.00   |

# Agenda Item 15 Town Council Bench Refurbishment

## Marsh Farm Country Park

The benches were originally funded by the Town Council and purchased and installed in the Country park, and the Council has continued to maintain them over the years. They have now reached a stage where routine upkeep is no longer sufficient, and a refurbishment is required to ensure they remain safe, presentable, and suitable for public use.



## **Agenda item 16 PSPO Consultation**

Looking at our records, I can confirm that 46 patrols have been carried out in South Woodham Ferrers in response to dog fouling complaints reported to our service.

Where there is no intelligence regarding those responsible or the times offences are being committed, it is difficult for officers to undertake effective targeted enforcement. As a result, ad hoc patrols are not always the most effective use of officer resources.

The area will be assessed for appropriate signage, which will be installed where considered necessary.

We would welcome the Town Council's support in encouraging residents to provide as much information as possible when reporting incidents of dog fouling, including locations, dates, times and descriptions where available. This intelligence helps officers target patrols more effectively and increases the likelihood of enforcement action being taken.

We are looking to hold a [Green Dog Walkers scheme](#) pop up in SWF in the next couple of months, if you have a suitable location you'd like to recommend for this, please let me know.