

Planning & Environment COMMITTEE A G E N D A

**For a Meeting to be held on Tuesday 25th February 2025
at 7.30pm
at Champions Manor Hall, Hullbridge Road,
South Woodham Ferrers**

**Membership:
Councillor D Thompson Chairman
Councillor S Wilson Vice-Chairman**

Councillor M Sismey
Councillor P Ferry
Councillor A Shearring

Councillor G Piesse
Councillor J Birch
Councillor I Roberts

Councillor A John
Councillor M O'Brien
Councillor P Price

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
19th February 2025**



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 18th February 2025 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 at 19/02/2025 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. Chelmsford City Council Local Plan Consultation

Committee to consider submitting a comment from the Town Council following the Parish and Town Council Forum on 25/2/2025 at 7pm. Deadline 18/3/25.

9. Planning Guide

Committee to consider using the attached planning guide from the Chelmsford Local Plan. Note this will be updated when the 2025 plan is agreed.

10. 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.

11. Items to Note

- SWF Health Clinic Merchant Street CM3 5BF proposed rename Octavia House Schools. Information attached to agenda.
- Update from the Forestry Commission regarding oak processionary moth (OPM) on the Fen. Forestry Commission to inspect by 31/7/25 and will remove and dispose of live/newly formed moth nests from all oak trees affected.
- Committee to note the questions agreed at the extra Planning & Environment meeting on the 18/2/25 for the Parish & Town Forum Meeting at 7pm on 25/2/25. Attached to agenda.
- The application for the Love Your Bus Grant has been submitted online as agreed PE-25-15. Deadline for applications 21/2/25.

12. England Coast Path Works

The Essex County Council Public Rights of Way Officer has contacted the Town Council to confirm they are starting work in April/May 2025 depending on weather and ground conditions. The clearing of scrub and other vegetation on some sites and along the A132 has been completed over the winter months.

A section of scrub on Woodham Fenn will need to be cut back to undertake planned footpath 23 improvement works. This has been scheduled for Friday 28th February 2025. Volunteers completing work are experienced with own tools and supervised.

Committee to consider any volunteers for the day and have a request to advise where to stack the cut material. The Environment Officer has informed Essex Wildlife Trust and asked to consider a location.

13. Floral Displays

Committee to consider continuing the Floral Displays in town for 2025. Current locations are Warwick Parade, Asda, Heralds Way and Trinity Square. Floral displays total £1,494.00 plus delivery £185.00 excl VAT.

14. Great British Spring Clean 21 March - 6 April 2025

The next date for the litter pick will be on Tuesday 18th March 2025. The Town Council have invited local schools to attend.

Committee to consider a poster design competition during the Great British Spring Clean Campaign with the local schools to design a poster to show they love where they live and encourage people not to litter.

The winner to be selected by the Town Mayor and Chair of Planning & Environment committee. The office to laminate the winning design to place on Town Council litter bins at selected areas in town

15. Trees at Tanners Way

The Environment Officer to update on information from Chelmsford City Council.

16. Policies

Committee to review the attached policies for recommendation to Council on 18th March 2025. Committee to **NOTE** the Biodiversity Policy is a requirement for the Town Council to achieve Silver Quality Award.

- Biodiversity Policy
- Environmental Waste and Recycling Policy

17. Outside Maintenance Contract

In accordance with Financial Regulations 5.12 iii committee to consider the current maintenance contract for the Town Council and a recommendation to Council on the 18th of March 2025 that we continue a rolling two-year contract with our current contractor on the grounds of quality and price.

18. Essex Air Quality Strategy

Committee to consider the launch of the public consultation for the new draft Essex Air Quality Strategy by Essex County Council. The strategy sets out a shared vision, aims and a series of actions the consortium plans to take to improve air quality in Essex and help reduce the impact of air pollution on people's health.

A request to promote the consultation and a response from the Town Council providing feedback on the strategy. The consultation is from Monday 20th January 2025 for six weeks closing on Sunday 2nd March 2025.

<https://www.essex.gov.uk/news/2025/have-your-say-improving-air-quality-essex>

19. Report to Council

To note items for report to the next Council meeting is on 18th March 2025.

20. Media Coverage

To consider whether any items on this agenda warrant a media release and if applicable agree a Councillor to comment.

21. Next Meeting

The next meeting of the Planning and Environment Committee will be on 25th March 2025 at 7.30pm.