

Planning & Environment COMMITTEE A G E N D A

**For a Meeting to be held on Tuesday 30th September 2025
at 7.30pm
at Champions Manor Hall, Hullbridge Road,
South Woodham Ferrers**

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

Councillor M Sismey
Councillor P Ferry
Councillor A Shearring

Councillor P Price
Councillor J Birch
Councillor I Roberts

Councillor A John
Councillor D Thompson

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
24th September 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 26th August 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 on 24/09/2025 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. 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. Items to Note

- 25/05143/TPO at 23 Reynolds Gate Officer Report and Decision Notice attached to agenda detailing agreement with South Woodham Ferrers Town Council comment and agreed with the agent a lesser reduction of 1.5-2m back to previous pruning points.
- Variation Order on Tree Preservation Order No. TPO/2003/013, see attached.
- A 'letters to Heaven' Post Box is now located at the Garden of Remembrance.
- The two bridges at the Fen have been replaced and are now in use.
- The tree works at the entrance to the Fen and the pollard of an oak tree has been completed on 23/9/2025. This was agreed at the P&E meeting on 26th August 2025 at a cost of £1,050.00.
- Fen Report attached to agenda.
- The Town Council received a thank you from Mrs Julie Fosh DL for organising a lovely 30th Anniversary rededication event. An award from the High Sheriff of Essex has been placed on the wall in the upstairs foyer of Champions Manor Hall.
- The confirmation from McCarthy Stone that they will not be proceeding with the planning application at Baron Road car park.
- A response has been received from Councillor Rose Moore regarding matters raised at the Planning & Environment meeting on 24 June 2025. Further information and supporting documents from Parks and Leisure Services (relating to Open Space, Frankland Fields LNR, and sports provision including girls' football) will be circulated to the Town Council in due course.

10. Consultation on Updated Statement of Community Involvement

Chelmsford City Council has published its updated Statement of Community Involvement for consultation. The consultation runs for four weeks until **4.00pm on Thursday 9 October 2025.**

Committee to consider information attached to agenda.

11. Woodland Trust Trees

Further to minute ref PE-25-266 Committee to agree the arrangements for carrying out the planting and confirm how the project will be delivered and completed.

To **NOTE** the Woodland Trust will deliver the free trees between 4-14th of November 2025. Meadow Croft have agreed storage at Grange wholesale nursery.

12. The Garden of Remembrance Project

Committee to consider a future project to use of the land at the top of the Garden of Remembrance as a pet scattering copse. Report circulated separately prior to meeting.

13. Forward Plan and Projects 2025/26

- Committee to consider future projects for the Planning & Environment Committee to be recommended to Finance & Projects Committee on 14th October 2025.
- Committee to discuss updating the forward plan to be recommended to Council on 21st October 2025. Note this is a fluid document to be reviewed every 6 months.

14. Essex Coast RAMS Workshop

Councillor Shearring to update on his recent attendance at the workshop on Monday 8th of September 2025.

15. Vandalism of Public Property

Committee to discuss recent incidents of vandalism to public property within the town and consider appropriate actions or preventative measures.

Update from Councillor Wilson and report from Town Clerk.

16. Report to Council

To agree items for report to the next Council meeting is on 21st October 2025.

17. Media Coverage

To consider whether any items on this Agenda warrant a Media release, and, if so, to agree a Councillor to comment if applicable.

18. Next Meeting

The next meeting of the Planning and Environment Committee will be on 28th October 2025 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.