

Planning & Environment COMMITTEE AGENDA

**For a Meeting to be held on Tuesday 30th January 2024
at 7.30pm
at Champions Manor Hall, Hullbridge Road,
South Woodham Ferrers**

**Membership:
Councillor A Shearring Chairman
Councillor S Wilson Vice-Chairman**

Councillor T Perham Lake	Councillor D Eley	Councillor D Thompson
Councillor M Sismey	Councillor A Humphrey	Councillor A John
Councillor P Ferry	Councillor J Birch	Councillor M O Brien
Councillor G Piesse		

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
24 January 2024**



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 19th December 2023 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 as at 24/01/2024 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 as 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 notice board and website.

9. Items to Note

To **NOTE** report attached to agenda.

- Fenn Report – Update January 2024 from the Fen Warden.
- 23/01588/ADV - Shaw Farm Old Wickford Road South Woodham Ferrers Chelmsford Essex CM3 5QY which was considered at the meeting held on 19th December 2023 is currently invalid and a consultation will be sent when it has been validated.
- Appeal (APP/W1525/W/23/3329288) for 22/02252/FUL Bushy Hill Communication Station Edwins Hall Road Woodham Ferrers Chelmsford CM3 8RU: New footpath link to the pre-existing footpath to the south of the site.

10. Willow Grove Signage

Environment officer to update committee on the current position.

11. Tree Survey

Committee to agree recommended work including the key areas along footpath 26/32 by the arboriculture expert on the recent completed tree survey. The Town Council must be compliant with Health & Safety and a duty of care to residents.

12. Recycling Policy

Committee to review the Recycling Policy attached to agenda. This will be recommended to Council on the 19th of March 2024.

13. Ash Dieback – Washlands

Councillor Shearring to give an update.

14. Dog Bin

Environment officer to update on confirmed policies and procedures from Chelmsford City Council. There are currently 62 dog bins in South Woodham Ferrers and are sited in accessible location for emptying weekly.

15. Rural Payments Agency RPA

Committee to discuss and resolve free sign up to the RPA to access funding opportunities for the Woodham Fenn.

16. Tallow Gate Parking

Committee to discuss the parking at Tallow Gate.

17. Collingwood Pond Project

Committee to discuss a new project for Collingwood Pond and application to LNRS Local nature Recovery Strategy for funding of the project.

18. Report to Council

To note items for report to the next Council on 19th March 2024

19. Media Coverage

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

20. Next Meeting

The next meeting of the Planning and Environment Committee will be on 27th February 2024 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 & Expenditure by Budget Heading 24/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Environment General							
4325 Litter Control	678	500	(178)		(178)	135.6%	
4328 Tree Works	5,910	3,500	(2,410)		(2,410)	168.9%	3,450
4700 Street Furniture & Signage	0	4,000	4,000		4,000	0.0%	
4705 Hanging Baskets	13,167	13,000	(167)		(167)	101.3%	
4710 Roundabout Sponsorship	1,837	2,000	163		163	91.9%	
4720 Fenn Maintenance	3,455	4,500	1,045		1,045	76.8%	
Environment General :- Indirect Expenditure	25,047	27,500	2,453	0	2,453	91.1%	3,450
Net Expenditure	(25,047)	(27,500)	(2,453)				
6000 plus Transfer from EMR	3,450						
Movement to/(from) Gen Reserve	(21,597)						
310 Garden of Remembrance							
1300 Garden of Remembrance Income	7,514	14,300	6,786			52.5%	
Garden of Remembrance :- Income	7,514	14,300	6,786			52.5%	0
4010 Water	83	150	67		67	55.1%	
4760 GoR Supplies	3,553	5,000	1,447		1,447	71.1%	
4765 GoR Maintenance	3,714	6,200	2,486		2,486	59.9%	
4770 GoR Security	2,377	5,221	2,844		2,844	45.5%	
Garden of Remembrance :- Indirect Expenditure	9,727	16,571	6,844	0	6,844	58.7%	0
Net Income over Expenditure	(2,213)	(2,271)	(58)				
Grand Totals:- Income	7,514	14,300	6,786			52.5%	
Expenditure	34,774	44,071	9,297	0	9,297	78.9%	
Net Income over Expenditure	(27,260)	(29,771)	(2,511)				
plus Transfer from EMR	3,450						
Movement to/(from) Gen Reserve	(23,810)						

Planning Differences for Meeting 30th January 2024

23/00969/FUL 52 Carisbrooke Drive

Single storey extension to existing garage.

SWFTC Councillor: Cllr. J Birch

Planning and Environment Minute:

PE256 It was agreed that the Planning and Environment Committee
OBJECTS to this application due to concern over who owns
the green land built on with extension.

SWFTC objected and CCC Permitted

Planning Applications To Be Considered at Meeting 30th January 2024

23/02007/FUL	33	Keats Square	Single storey domestic outbuilding to be used as Ancillary Accommodation	MOB
23/05264/TPO	85	Inchbonnie Road	G1 - x3 willow trees (marked as 1, 2 & 3 on site plan) - Crown reduction to trees 1 & 2 by 2 metres below current pruning points. Minor pruning to overhanging branches to tree 3 - Reason: Ongoing maintenance and to reflect increasingly speed of re-growth.	AS
23/01950/FUL	23	Gandalfs Ride	Proposed single storey rear extension. Construct front dormer to garage and internal alterations.	GP
24/00025/FUL	23	Bickerton Point	Retrospective planning permission for change of use from garage to lash and beauty business.	AH

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.

Planning and Development Management
P.O. Box 7544, Civic Centre,
Duke Street, Chelmsford,
Essex, CM1 1XP

South Woodham Ferrers Parish Council
Champions Manor Hall
Hullbridge Road
South Woodham Ferrers
Chelmsford CM3 5LJ

My ref: 23/00069/REFUSE
Telephone: 01245 606826
Date: 14 December 2023

**TOWN AND COUNTRY PLANNING ACT 1990
NOTIFICATION OF APPEAL**

LOCATION: Bushy Hill Communication Station Edwins Hall Road Woodham
Ferrers Chelmsford CM3 8RU
APPELLANT: Mr R Bigwood
PROPOSAL:: New footpath link to the pre-existing footpath to the south of the
site.
APP'N REFERENCE: 22/02252/FUL
APPEAL REF: APP/W1525/W/23/3329288

An appeal has been lodged in respect of the above site, and the attached letter has been sent to neighbours. I will notify you of the decision in due course.

Yours faithfully

Katie Stephenson

Katie Stephenson
Senior Planning and Building Control Technician

Please deliver even if premises vacant
The Occupier

Planning and Development Management
P.O. Box 7544, Civic Centre, Duke Street
Chelmsford, Essex, CM1 1XP

My ref: 23/00069/REFUSE
Telephone: 01245 606826
Date: 14 December 2023

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
NOTIFICATION OF APPEAL**

LOCATION: **Bushy Hill Communication Station Edwins Hall Road Woodham Ferrers Chelmsford
CM3 8RU**
APPELLANT: **Mr R Bigwood**
PROPOSAL: **New footpath link to the pre-existing footpath to the south of the site.**
APPLICATION REF: **22/02252/FUL**
PINS REF: **APP/W1525/W/23/3329288**
START DATE: **13 December 2023**

I am writing to inform you that an appeal has been made to the Planning Inspectorate (PINS) in respect of the above site. **The Planning Inspectorate is a separate government body that deals with planning appeals and other planning related and specialist casework in England and Wales.** The appeal follows the refusal of planning permission by the Council for the proposed development. It is to be decided on the basis of an exchange of written statements by the appellant and the Council and a site visit by a Planning Inspector.

The best way to see the appeal documents is online at: www.chelmsford.gov.uk/planningonline. If this is not possible the documents can be viewed at the Customer Services Centre, Chelmsford City Council by prior appointment.

If you made comments previously about the planning application these will be forwarded to the Inspectorate and copied to the appellant. The Inspector will take these comments into account when deciding the appeal.

If you wish to comment on this appeal, or modify/withdraw your previous comments, please do this online at <https://acp.planninginspectorate.gov.uk/>, where you will also be able to view the case.

All comments must be submitted by 17th January 2024. Comments received by the Planning Inspectorate after this date will not be considered. **All comments must quote the PINS appeal reference above.** Please note that the Planning Inspectorate will not acknowledge receipt. Any comments you submit to the Planning Inspector will be made available to the appellant and the Council. If you submit comments it will be assumed that you have given permission for this to be done.

The Planning Inspectorate's booklet 'Guide to taking part in planning appeals' is available on the government website at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>.

When made, the decision will be published on the Chelmsford City Council's website and Appeals Casework Portal at <https://acp.planningportal.gov.uk>. By tracking the progress of the appeal on our website at www.chelmsford.gov.uk/planningonline you will automatically be notified via email when the decision is made.

If you are currently tracking the original planning application, updates on the appeal will not be sent to you. You must specifically track the appeal to receive notifications about it.

Yours faithfully

Keith Holmes

KEITH HOLMES

Planning Development Services Manager

Environmental Recycling Policy

South Woodham Ferrers Town Council considers the protection of the environment to be of major importance. Environmental protection is an integral part of efficient management of the Council's activities. High standards are to be applied by all those who work in or use the Halls or meeting rooms, complying with all legislation, codes of practice and official guidance relevant to environmental protection.

The Town Council will promote awareness of the principles and objectives of environment protection by ensuring all users, volunteers and staff are familiar with this environmental commitment and its objectives on recycling as follows:

Waste

Reduce production of material waste including unnecessary packaging and single use Plastic

Encourage re-use, repair, and recycling of materials.

Use clear systems for waste recycling and disposal.

Separate rubbish from recycling materials and dispose of both in a safe and responsible way.

Materials and Resources

While a target solution may work in some circumstances, in others the policy should be an indicator of the commitment without target.

Buy products, including cleaning materials which are made in accordance with the principle of using material in a sustainable way and use locally made goods where practicable. Laws on hygiene and food handling must still be followed.

Consider the lifetime costs of materials when repairing, altering or rebuilding premises.

What can and cannot do. We can all do even a small amount to help reduce our waste, and what steps are already in place and process and procedures are being taken to help with the bigger picture. We cannot change everything and everyone, but reducing waste will help our parish or town to be a part of a bigger scheme. Supporting organisations such as Love Food Hate Waste, in promoting reusing food and not throwing away items that can be reused. Our foodbank box could be used for sealed, in date nonperishable foods for which hirers do not want for example.

Reduce use of paper while maximising that from sustainable sources and recycled material.

Note: *It is difficult to gauge the use of paper based on previous targets, due to a number of factors. These include number of events, workload, covid and staffing changes over the last 48 months.*

Paper use should be monitored over the next 12 months and look at any large, unexpected increase, but should be wary of a target which is unrealistic. It is as important to decide “**do I need to print this?**” - can this be sent via email or saved to a shared drive instead. Can this be viewed on a screen in the meeting rooms?

- Individuals can encourage each other to reduce, reuse, and recycle paper. Use sustainably sourced paper-based products.
- Whenever possible, purchase or use recycled paper-based products to reduce the need to harvest trees.

- Make fewer copies. Make only as many copies as you need.
- Print double-sided copies whenever possible.
- Store documents in electronic archives. Avoid printing hard copies for storage in filing cabinets.
- Use digital versions of books, files, and documents.
- Promote the use of reusable products instead of one-time-use products.
- Add items such as waiting lists or interment lists etc to electronically stored,
- Encourage electronic ticketing for events, reducing paper use by QR code scanning on purchasers mobile devices.

Support local!

Support local businesses where possible and allow them the opportunity to quote for work while encouraging them to minimize waste and encourage items to go for recycling.

Waste Generated

Cardboard should be recycled in sacks, along with **paper** which is non-confidential.

Food Waste

Food waste bin or bag to be provided in kitchen areas. This should increase our waste recycling %

Legislation

We commit to following local and national legislation, and to comment or consult with outside bodies where appropriate. Consult and ask. We will continue to seek advice from Councils, County Councils and other ecological groups.

Review and promote

Look at schemes introduced or currently operating to get a view on how successful it is, and how we can improve it. Promote the use of recycling or green disposal of our users. Work with the Local Waste Partnership on joint projects.