

# Planning & Environment COMMITTEE A G E N D A

**For a Meeting to be held on Tuesday 27<sup>th</sup> February 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  
21 February 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 30<sup>th</sup> January 2024 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 21/02/2024 is attached to the agenda.

**7. 1st Woodham Ferrers Scouts Group**

Committee to discuss the request from the 1st WF Scout Group to construct a new additional meeting hut close to the existing building. Information attached to agenda.

**8. 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.

**9. 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.

**10. Items to Note**

To **NOTE** report attached to agenda.

- Fenn Report – Update February 2024 from the Fen Warden.
- Update from Essex Highways on Willow Grove.
- Rural Payments Agency RPA - Committee to **NOTE** application has been sent for Town Council land funding.

**11. Floral Displays**

Committee to consider reducing the number of floral displays for 2024. To receive a written report from the Town Clerk.

**12. Tree Survey**

Committee to agree the breakdown of costs for 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. Financial report provided by the Town Clerk/RFO will be sent prior to meeting.

**13. Essex Minerals Local Plan review**

Committee to consider a comment from the Town Council on the Replacement Minerals Local Plan Review – 2025 to 2040. The Public consultation runs from 6th February to 19th March 2024.

**14. SWF Green Week**

Committee to discuss ideas for the SWF Green Week. Environment Officer to update.

**15. Coburg Place Parking**

Committee to discuss the parking at Coburg Place.

**16. Report to Council**

To note items for report to the next Council on 19<sup>th</sup> March 2024

**17. Media Coverage**

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

**18. Next Meeting**

The next meeting of the Planning and Environment Committee will be on 26<sup>th</sup> March 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 &amp; Expenditure by Budget Heading 21/02/2024

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Environment General</b>							
4325 Litter Control	736	500	(236)		(236)	147.2%	
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	3,624	4,500	876		876	80.5%	
Environment General :- Indirect Expenditure	<b>25,275</b>	<b>27,500</b>	<b>2,225</b>	<b>0</b>	<b>2,225</b>	<b>91.9%</b>	<b>3,450</b>
<b>Net Expenditure</b>	<b>(25,275)</b>	<b>(27,500)</b>	<b>(2,225)</b>				
6000 plus Transfer from EMR	3,450						
<b>Movement to/(from) Gen Reserve</b>	<b>(21,825)</b>						
<b>310 Garden of Remembrance</b>							
1300 Garden of Remembrance Income	7,914	14,300	6,386			55.3%	
Garden of Remembrance :- Income	<b>7,914</b>	<b>14,300</b>	<b>6,386</b>			<b>55.3%</b>	<b>0</b>
4010 Water	83	150	67		67	55.1%	
4760 GoR Supplies	3,771	5,000	1,229	124	1,106	77.9%	
4765 GoR Maintenance	4,083	6,200	2,117		2,117	65.9%	
4770 GoR Security	2,377	5,221	2,844		2,844	45.5%	
Garden of Remembrance :- Indirect Expenditure	<b>10,313</b>	<b>16,571</b>	<b>6,258</b>	<b>124</b>	<b>6,134</b>	<b>63.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,399)</b>	<b>(2,271)</b>	<b>128</b>				
Grand Totals:- Income	<b>7,914</b>	<b>14,300</b>	<b>6,386</b>			<b>55.3%</b>	
Expenditure	<b>35,588</b>	<b>44,071</b>	<b>8,483</b>	<b>124</b>	<b>8,359</b>	<b>81.0%</b>	
<b>Net Income over Expenditure</b>	<b>(27,674)</b>	<b>(29,771)</b>	<b>(2,097)</b>				
plus Transfer from EMR	3,450						
<b>Movement to/(from) Gen Reserve</b>	<b>(24,224)</b>						

## Agenda Item 1st Woodham Scout Group

I am emailing you with regards to our Scout HQ in Salthaven Rd SWF as the Town Council (TC) are our landlords.

Back in 2021 the TC allowed us to apply for planning permission to replace our old storage containers with a prefabricated double garage. Permission was granted and the project was completed resulting in us having a secure building to keep our equipment.

We are now looking into constructing a new additional meeting hut close to our existing building. This new building is part of our plans to increase the access to adventure we offer to young people, especially now with the expected growth of SWF.

With the support of the SWF Rotary Club, we have contacted a local architect who has produced an initial plan drawing of the building and we are working with a retired builder in SWF who is giving us advice regarding the type of construction. Following this we have contacted a construction company who specialise in timber framed buildings, they have looked at our preliminary plans and have given us an estimate of cost.

Our next step is to seek your permission as our landlords to apply for planning permission. At this point we have not incurred any cost and we have not approached any organisation for funding or grants. Our Scout Group is a registered charity and we must agree any expenditure through our trustee board, therefore we do not want the expense of applying for planning permission if you will not agree to it.

Planning Applications To Be Considered at Meeting 27<sup>th</sup> February 2024

24/00013/FUL	7-11	Haltwhistle Road	Proposed warehouse extension and canopy	SW
24/00041/FUL	Spacio 11 - 19	Hamberts Road	Demolish the existing storage unit and replace it with a new two-storey unit. A new two-storey side extension and new first-floor addition to the rear building wing	MOB
23/01788/FUL	Site At 34-46 and 11-23	Baron Road and Heralds Way respectively	Change of use of first and second floors from vacant education space (class F1) to create 34 new apartments (class C3) and external alterations	MS

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.

County Planning  
Essex County Council  
County Hall  
Chelmsford  
CM1 1QH



Our ref: MLP Review  
Date: 6<sup>th</sup> February 2024

**Replacement Minerals Local Plan Review – 2025 to 2040  
Public consultation from 6<sup>th</sup> February to 19<sup>th</sup> March 2024**

This is to notify you that the next stage of the Replacement Minerals Local Plan Review will be undergoing a six-week public consultation (under Regulation 18 – Issues and Options), during which time we are inviting comments.

The current Essex Minerals Local Plan (MLP) was adopted in July 2014. The Plan provides planning policies for minerals development in Essex until 2029 and identifies future sites for mineral extraction.

Every five years the council is required to review the effectiveness of its MLP. Since 2020 the review of the Plan has undergone several phases of consultation and two call for sites resulting in 52 candidate sites being put forward for consideration for inclusion in a new Plan.

We are now proposing to extend the Plan to 2040 covering a 15-year period from 2025. New sites will be needed to meet the forecasted demand for aggregates (sand and gravel) over this period. Doing so will ensure that the Plan is robust and can help maintain a 'steady and adequate' supply of aggregates and meet the relevant 'tests of soundness' as set out in the National Planning Policy Framework.

There are two main parts of this consultation on which you are invited to comment: the first are the revised Plan policies, their supporting text and the wider Plan evidence base in the draft Replacement Minerals Local Plan. The second is the site assessment report which contains the 52 candidate sites. The suitability of each has been assessed by independent consultants.

At this stage we have not identified what sites we want to see included in the final Plan. 'Preferred Sites' for allocation will be chosen once the comments received from this consultation have been fully considered.

Full details of this consultation, all related documents and how to respond can be found on the Essex County Council website at [www.essex.gov.uk/minerals-review](http://www.essex.gov.uk/minerals-review)  
Free internet access is available at Essex libraries.

Responses to this consultation should be made by 5pm on 19 March 2024.

All comments submitted to this consultation will be available to view online on our consultation portal, including those submitted through non-electronic means. Please note that there will likely be a delay in being able to view consultation responses submitted which, depending on the timing and volume of submissions, may extend to after the consultation period has closed.

Information will be published in accordance with the requirements of the Freedom of Information Act, The General Data Protection Regulation and ECC's own privacy notice.

If you have any queries, please contact us via the email below.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Richard Greaves', with a stylized flourish at the end.

Richard Greaves  
Chief Planning Officer, County Planning  
Email: [mandwpolicy@essex.gov.uk](mailto:mandwpolicy@essex.gov.uk)