

Planning & Environment COMMITTEE A G E N D A

**For a Meeting to be held on Tuesday 25th March 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 March 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 25th 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 19/03/2025 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

- Comments on the local plan were submitted to Chelmsford City Council on 5/3/2025.
- The maintenance works to the Garden of Remembrance have been completed. All benches and painting of the rotunda. The Sensory Garden work will be completed on 25/3/2025.
- A litter pick including with some of the children from Trinty St Marys School took place on the 18th of March 2025.
- The agreed communication regarding the trees in Tanners Way was sent to Rosie Moore Cabinet Member For A Greener Chelmsford at Chelmsford City Council 19/3/2025.
- Variation Certificate for Tree Preservation Order TPO/2003/012 and provisional Tree Preservation Order TPO/2025/009.

10. National Great Big Green Week

Committee to consider any actions or support of the green week.

Environment Officer to update.

11. New Park Orchard Chelmsford City Council

Committee to discuss the new orchard area at Saltcoats Park in South Woodham Ferrers.

12. Forestry Commission

Committee to note that the Forestry Commission are raising awareness at a local authority level of the eight-toothed spruce bark beetle, *Ips typographus*, which is an invasive and regulated pest in England. Report attached to agenda.

13. Fen

- Committee to consider the Fen report. Environment Officer to update.
- Committee to consider the offer from a local resident and Chelmsford City Council to assist in a Fen clear up. Work is scheduled for the end of March 2025.

14. Trees Work at Hillcrest Road/Victoria Fields

To consider tree works to be carried out at our fence line with a property on a tree in Victoria Tree. The large tree requires removal in order to stop damage to the fence and the risk of structural damage to the property. Works to be carried out by J W Davis.

15. Report to Council

To note items for report to the next Council meeting is on 13th May 2025.

16. Media Coverage

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

17. Next Meeting

The next meeting of the Planning and Environment Committee will be on 29th April 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.

Detailed Income & Expenditure by Budget Heading 19/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
300 Environment General						
4325 Litter Control	2,868	2,800	(68)		(68)	102.4%
4328 Tree Works	12,595	3,500	(9,095)		(9,095)	359.9%
4505 Open Spaces Maintenance	2,026	2,500	474		474	81.1%
4506 Open Spaces Maint. (John Cox)	17,033	13,000	(4,033)		(4,033)	131.0%
4700 Street Furniture & Signage	2,027	4,000	1,973		1,973	50.7%
4705 Hanging Baskets	12,572	13,200	629		629	95.2%
4710 Roundabout Sponsorship	1,837	2,000	163		163	91.9%
4720 Fenn Maintenance	4,266	4,500	234		234	94.8%
Environment General :- Indirect Expenditure	55,225	45,500	(9,725)	0	(9,725)	121.4%
Net Expenditure	(55,225)	(45,500)	9,725			
6000 plus Transfer from EMR	14,144	0	(14,144)			
Movement to/(from) Gen Reserve	(41,081)	(45,500)	(4,419)			
310 Garden of Remembrance						
1300 Garden of Remembrance Income	10,715	14,300	3,585			74.9%
Garden of Remembrance :- Income	10,715	14,300	3,585			74.9%
4010 Water	140	150	10		10	93.2%
4760 GoR Supplies	4,697	5,000	303		303	93.9%
4765 GoR Maintenance	7,544	6,200	(1,344)		(1,344)	121.7%
4770 GoR Security	4,944	5,000	56		56	98.9%
Garden of Remembrance :- Indirect Expenditure	17,324	16,350	(974)	0	(974)	106.0%
Net Income over Expenditure	(6,610)	(2,050)	4,560			
6000 plus Transfer from EMR	2,993	0	(2,993)			
Movement to/(from) Gen Reserve	(3,616)	(2,050)	1,566			
Grand Totals:- Income	10,715	14,300	3,585			74.9%
Expenditure	72,549	61,850	(10,699)	0	(10,699)	117.3%
Net Income over Expenditure	(61,834)	(47,550)	14,284			
plus Transfer from EMR	17,137	0	(17,137)			
Movement to/(from) Gen Reserve	(44,697)	(47,550)	(2,853)			

Planning Differences for Meeting 25th March 2025

25/00110/FUL 20 East Bridge Road

Change of use of a residential garage (C3) to be used as Dog Grooming Parlour (Sui-generis).

SWFTC Cllr.: IR

SWFTC Minute: PE-25-180

"The Town Council OBJECTS to this planning application on the grounds they have concerns about the transmission of noise and possible increased traffic, as per policy DM29 "The development shall also not result in excessive noise, activity or vehicle movements" and has concerns over parking for staff and visitors as laid out in the Essex Parking Standards Design Practice Guide 2009."

Chelmsford City Council: Application Permitted

See attached Officer Report and Decision Notice from Chelmsford City Council.

Planning Applications To Be Considered at Meeting 25th March 2025

25/00223/FUL	49	Leighlands Road	Retrospective application for single storey outbuilding attached to rear of garage.	SW
21/00218/S73	Teddy Tastic Bear Co Ltd Marsh Farm Visitor Attraction	Marsh Farm Road	Variation of Condition 2 and 3 to approved planning application 21/00218/FUL (Retrospective application for Change of Use of Visitor Reception/Cafe to Farm Shop (E); Surfacing of land adjacent to Farm Shop and use for activities associated with the Farm Park; Surfacing to Existing Overspill Parking Area (Part)) to alternate use, from Farm Shop to Day Nursery.	MS
25/00285/FUL	42	Ormesby Chine	Proposed Part Single Storey, Part Two Storey Rear Extension with Balcony to Rear. Conversion of Existing Garage Roof Structure with Roof Lights. Alterations to Fenestration.	MOB
25/00333/FUL	22	Whitehouse Road	Loft conversion with dormer and windows, and alterations to first floor fenestration.	DT

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.

Eight-toothed spruce bark beetle

Ips typographus (eight-toothed spruce bark beetle) targets weakened or damaged spruce trees, and storm events like we're experiencing this winter can create ideal habitat. It is being blown over from outbreaks in Europe and, if left unchecked, it could potentially build in numbers and would be devastating to the country's timber industry. We therefore advise proactive management of spruce to remove potential habitat and risk of infestation. They are found across mainland Europe and parts of Asia, and have been detected in the UK, particularly in Kent and East Sussex. Reports are that they are spreading including into Essex.

The Forestry Commission is also encouraging everyone in the [Proactive Spruce Removal Area](#) to be vigilant for windblown, snapped, damaged and stressed [spruce trees](#), and to submit a [TreeAlert](#) report for anything of concern or email ips.t@forestrycommission.gov.uk. This could be landowners, those directly involved with managing spruce (e.g. foresters, tree surgeons, Christmas tree growers), or members of the public who use spruce woodlands recreationally (e.g. dog walkers, ramblers).

**Forestry Commission**

DO YOU OWN, MANAGE OR KNOW OF SPRUCE TREES IN YOUR LOCAL AREA?

If so, they could be at risk of infestation by the highly destructive tree pest *Ips typographus*.



Ips typographus



Spruce trees



Breeding gallery

Pests and diseases are a continual threat to the health of trees and woodlands. The eight-toothed spruce bark beetle (*Ips typographus*) is a serious pest of spruce trees, and we need your help to deal with it.

If this pest becomes established in England, it will have a major impact on our environment and wood-based industries. By actively managing woodlands, we can increase their resilience, protect them against future threats and prevent this and other pests from spreading further afield.



Windblown, snapped, stressed trees

Recently windblown, snapped, stressed, dying and sawn trees are particularly susceptible to infestation. The Department for Environment, Food and Rural Affairs and the Forestry Commission encourage proactive management of spruce to remove or reduce the risk of beetle establishment. [Watch our video guide for more information.](#)

Ips typographus was first identified in Kent in 2018, with further outbreaks found in the South East in 2021, 2022, 2023 & 2024, also in 2024 breeding populations were found in East Anglia. An extensive surveillance programme is in place to locate and eradicate all *Ips typographus* establishments.

Control measures exist in the *Ips typographus* Demarcated Area (DMA) for spruce to be inspected and authorised before any forestry operations. If you are in the DMA you need to:

1. Monitor your spruce and remove stressed, dead and dying material wherever possible.
2. For any planting, movement, felling or other forest operations on spruce, all landowner or managers must seek authorisation from the Forestry Commission.
3. Report any suspect findings to TreeAlert.
4. Conduct swift destruction of any spruce timber that is left in situ, either by burning or chipping, especially in the *Ips typographus* flight season (April – September).

All Landowners or managers looking to stack timber in situ to season (dry out) must also seek authorisation first from the Forestry Commission before adopting any approach of timber stacking.

Guidance and information on support can be found on the GOV.UK *Ips typographus* webpage. Grants are available through the [Tree Health Pilot scheme](#) to manage or fell your spruce trees, restock your woodland and maintain your newly planted trees.

If you have any questions or would like to know more, please contact ips.t@forestrycommission.gov.uk:



Please submit any reports of susceptible spruce to TreeAlert using the QR code.