

Planning & Environment COMMITTEE A G E N D A

**For a Meeting to be held on Tuesday 26th August 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 G Piesse
Councillor J Birch
Councillor I Roberts

Councillor A John
Councillor D Thompson
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
20th August 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 29th July 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. Fen Creek

Committee to discuss anti-social behaviour in the area and consider options to resolve the situation. Information attached under separate cover.

7. Budgetary Position

The budgetary position on 20/08/2025 is attached to the 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 noticeboards and website.

10. Items to Note

- Sluice gate mural painting work was completed on 13-15th August 2025. Town Mayor Councillor Alan Shearring attended 15/8/2025.
- Fen Report attached to agenda.
- Meadowcroft have kindly offered to store the trees donated by the Woodland Trust on site.
- The Town Clerk has changed one general waste bin located at Champions Manor Hall to a mixed recycling bin. There are now two general waste bins and one recycling bin for hall use. This has decreased monthly costs and meets our environmental policy. Recycling bins have been placed in both kitchens at Champions Manor Hall.
- The Forward Plan, future projects and draft budget will be an agenda item at the September 2025 meeting.
- Essex Wildlife Trust have removed the gates and trough on the Fen for reuse as they were the organisation's property.
- The Environment Officer will apply for the Local Nature Partnership Community Fund 2025 by the 30/9/2025. [Local Nature Partnership Community Fund 2025 | The Essex Local Nature Partnership](#)
- The work for the two Fen bridges has started on 19/8/25. They are being built off site ready for placement on the Fen.

11. Tree Works

Committee to consider recommended work by Essex Wildlife Trust on the Fen.

12. Garden of Remembrance – Letters to Heaven

Committee to agree the location for the Letters to Heaven Post Box at the Garden of Remembrance. Report for consideration is attached to agenda.

13. Sponsorship of the Roundabout Inchbonnie Road

Committee to consider the renewal of sponsorship of the Roundabout at Inchbonnie Road. Budget allocation agreed 2025/26 of £2000.00.

The agreement attached to agenda is for 2 years and the charge will be made annually of £1,837.37 plus VAT

14. Report to Council

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

15. 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.

16. Next Meeting

The next meeting of the Planning and Environment Committee will be on 30th September 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.