

# Planning & Environment COMMITTEE A G E N D A

**For a Meeting to be held on Tuesday 28<sup>th</sup> October 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 J Birch  
Councillor P Price  
Councillor M Sismey

Councillor P Ferry  
Councillor I Roberts  
Councillor D Thompson

Councillor A John  
Councillor A Shearring

***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  
22nd October 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 30<sup>th</sup> September 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 22/10/2025 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**

- The two Nordmann Fir Pot Grown Christmas Trees are due to be delivered 8-14 November. JW Davis will put in place. Total costs £233.99.
- A litter pick was completed on Sunday 19/10/2025 by the SWF Litter Pickers community group. Report attached to agenda.
- The Environment Officer and Town Clerk attended the Love your Bus Engagement and Q&A Session on the 16/10/25. The next round of grant funding applications will be available in the Autumn.
- Letter received from Councillor Jannetta Sosin Mayor of Chelmsford regarding the 30-year anniversary event at the Town Council's Garden of Remembrance.

**10. Woodland Trust Trees**

Committee to agree the arrangements for carrying out the planting and confirm how the project will be delivered and completed.

**11. Community Biodiversity Project**

Committee to consider areas suitable for a hedgehog hotel installation on Town Council land. Report attached to agenda.

**12. Committee Projects 2026/27**

Committee to consider future projects for the Planning & Environment Committee to be recommended to Finance & Projects Committee on 4<sup>th</sup> November 2025.

**13. Budget 2026-27**

To consider the draft budget for Planning & Environment 2026-27. Information circulated prior to the meeting.

This will be recommended to Finance & Projects Committee on the 4th of November 2025.

**14. Report to Council**

To agree items for report to the next Council meeting is on 18th November 2025.

**15. Media Coverage**

To consider whether any items on this Agenda warrant a Media release.

**16. Next Meeting**

The next meeting of the Planning and Environment Committee will be on 25<sup>th</sup> November 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 &amp; Expenditure by Budget Heading 22/10/2025

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b>300 Environment General</b>						
4325 Litter & Vegetation Control	723	3,500	2,777		2,777	20.7%
4328 Tree Works	1,965	8,000	6,035		6,035	24.6%
4505 Open Spaces Maintenance	2,339	2,500	161		161	93.6%
4506 Open Spaces Maint. (John Cox)	6,325	13,000	6,675		6,675	48.7%
4700 Street Furniture & Signage	1,750	4,000	2,250		2,250	43.8%
4705 Hanging Baskets	12,394	13,000	607		607	95.3%
4710 Roundabout Sponsorship	1,837	2,000	163		163	91.9%
4715 Road Safety	0	1,800	1,800		1,800	0.0%
4720 Fenn Maintenance	12,302	10,000	(2,302)		(2,302)	123.0%
<b>Environment General :- Indirect Expenditure</b>	<b>39,634</b>	<b>57,800</b>	<b>18,166</b>	<b>0</b>	<b>18,166</b>	<b>68.6%</b>
<b>Net Expenditure</b>	<b>(39,634)</b>	<b>(57,800)</b>	<b>(18,166)</b>			
<b>310 Garden of Remembrance</b>						
1300 Garden of Remembrance Income	13,891	14,300	409			97.1%
<b>Garden of Remembrance :- Income</b>	<b>13,891</b>	<b>14,300</b>	<b>409</b>			<b>97.1%</b>
4010 Water	63	150	87		87	41.7%
4760 GoR Supplies	3,651	5,000	1,349		1,349	73.0%
4765 GoR Maintenance	2,293	6,000	3,707		3,707	38.2%
4770 GoR Security	2,583	5,200	2,617		2,617	49.7%
<b>Garden of Remembrance :- Indirect Expenditure</b>	<b>8,589</b>	<b>16,350</b>	<b>7,761</b>	<b>0</b>	<b>7,761</b>	<b>52.5%</b>
<b>Net Income over Expenditure</b>	<b>5,302</b>	<b>(2,050)</b>	<b>(7,352)</b>			
<b>Grand Totals:- Income</b>	<b>13,891</b>	<b>14,300</b>	<b>409</b>			<b>97.1%</b>
<b>Expenditure</b>	<b>48,223</b>	<b>74,150</b>	<b>25,927</b>	<b>0</b>	<b>25,927</b>	<b>65.0%</b>
<b>Net Income over Expenditure</b>	<b>(34,332)</b>	<b>(59,850)</b>	<b>(25,518)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(34,332)</b>	<b>(59,850)</b>	<b>(25,518)</b>			

## **Planning Differences for Meeting 28<sup>th</sup> October 2025**

There have been no planning differences since 24<sup>th</sup> September 2025.

Planning Applications To Be Considered at Meeting 28<sup>th</sup> October 2025

25/01298/FUL	Champions Manor Hall	Hullbridge Road	Proposed Clubhouse	All
25/01305/FUL	7	Chase Drive	Demolition of existing conservatory. Proposed single storey rear extension.	IR
25/01333/FUL	35	Pintolls	Single storey rear and side extension, and first floor rear extension.	PP
25/01196/FUL	62	The Chase	Extend front dormer	PF
25/05219/TPO	Block 18 To 59	Bucklebury Heath	G1 & G2 - x6 Sliver Birch - Reduce all larger Birch by 3m (previous cuts) to lessen sail area on low decaying forks and prune back encroachment from buildings by max 1.5m. G3 x1 (Marked red dot on map)Cherry - Fell to near ground level and remove all arisings. G3 x2 Cherry trees - Reduce prunus by 1.5m (previous cuts) and shape back from building and car park. T1 x1 Sliver Birch - Reduce and prune by 2m. Reason: Overall tree management.	AS
25/10426/FUL	10	Willow Grove	Single storey rear extension (amendment to approved application 25/00781/FUL)	MOB
25/01429/FUL	145	Inchbonnie Road	Demolition of conservatory. Single storey side and rear extension.	SW
25/01440/FUL	3	Becket Way	Single storey side extension. Two storey side extension on top of existing garage with associated internal alterations.	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.

# SWF Litter Pick 19/10/25



## Litter Picking Report – Volunteer Activity Summary

A team of 12 dedicated volunteers took part in a recent community litter pick, covering a wide range of areas across the town. The locations included:

- Scholars Way and the majority of the playing field behind the Village Hall
- Ferrers Road, Saltcoats, and the surrounding industrial area
- The flood plain near Inchbonnie Road
- Baron Road car park and the vicinity of Elmwood School
- The area around the Asda roundabout

During this session, over 30 discarded bottles were collected, adding to the hundreds gathered during previous efforts. Volunteers noted a continued presence of nitrous oxide canisters and tin cans, particularly concentrated around Baron Road and Elmwood School



*Councillor Jannetta Sosin  
Mayor of Chelmsford 2025 - 2026*

Karen Atkins  
South Woodham Ferrers Town Council  
[katkins@southwoodhamferrerstc.gov.uk](mailto:katkins@southwoodhamferrerstc.gov.uk)

22 October 2025

Dear Karen

The Mayoress and I were honoured to join the service to reflect on 30 years since your beautiful Garden of Remembrance was created.

The garden is a place of peace, very much reflected in the speeches and renewed dedication. It is for good reason held in high regard by everyone who visits.

We were very impressed by the new letterbox for use by those who wish to write letters of memorial. It is an idea we will take back to our own Baddow Parish Council for future consideration when we look at our cemetery.

Please pass on a thank you to all those involved in organisation a wonderful occasion.

Yours sincerely

A handwritten signature in black ink that reads 'Jannetta Sosin'.

Councillor Jannetta Sosin  
Mayor of Chelmsford 2025 - 2026

# Agenda Item 11 Hedgehog Hotel

The British Hedgehog Preservation Society (BHPS) is a registered UK Charity, founded in 1982, dedicated to helping & protecting hedgehogs native to the UK (*Erinaceus europaeus*).

They are looking to promote the installation of Hedgehog Hotels in public parks and gardens. These are often easier for the animals to access than modern gardens which have wooden fencing. Hedgehogs are now classified as vulnerable to extinction in the UK. Rural populations have declined by 30–75% since 2000, with fewer than 900,000 individuals estimated to remain—down from 30 million in the 1950s.

A hotel such as this can be purchased for as little as £18.00 with a unit being installed in the Garden of Remembrance or Collingwood Pond as a possible location.



It is part of the Britain's National Hedgehog Conservation Strategy.

<https://www.hedgehogstreet.org/conservation-strategy/>