

# Planning & Environment COMMITTEE A G E N D A

**For a Meeting to be held on Tuesday 28 April 2026  
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  
Councillor F Knox

*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  
22 April 2026**



- 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 31 March 2026 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 31/3/2026 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. Love your Bus Grant**

Committee to receive an update on the grant application.

**10. Items to Note**

- The letters to Heaven Post box at the garden of Remembrance remains well used, with busiest times at Easter and Mother's Day with around 20 items a month
- The trees have been planted at John Cox and are being monitored and watered weekly.

**11. Lease Woodham Fen Nature Reserve**

Committee to consider the first draft lease from Essex Wildlife Trust.

**12. Report to Council**

To agree items to report at the next Annual Council meeting on 12th May 2026.

**13. Media Coverage**

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

**14. Next Meeting**

The next meeting of the Planning and Environment Committee will be on 26 May 2026 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.**