

Planning & Environment COMMITTEE AGENDA

**For a Meeting to be held on Tuesday 26 May 2026
at 7.30pm
at Champions Manor Hall, Hullbridge Road,
South Woodham Ferrers**

**Membership:
Councillor S Wilson Chairman
Councillor M O'Brien Vice-Chairman**

Councillor J Birch
Councillor P Price
Councillor M Sismey
Councillor K Bentley

Councillor P Ferry
Councillor I Roberts
Councillor D Thompson

Councillor A Cash
Councillor A Shearring
Councillor D Eley

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
20 May 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 28 April 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 20/5/2026 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. Bus 336 Sunday Service

Committee to receive an update on the grant application attached to agenda.

10. Items to Note

- Chelmsford City Council is preparing to submit its updated Local Plan to the Government for independent examination, with councillors being asked in May/June 2026 to approve the submission along with supporting documents such as the Regulation 22 Consultation Statement and the Schedule of. Submission is expected in early June, after which a Planning Inspector will review the Plan, hold hearings, and determine any required modifications before adoption. <https://citylife.chelmsford.gov.uk/posts/council-prepares-to-submit-chelmsford-s-local-plan-to-the-government-for-examination>
- A damaged tree on our sponsored roundabout has been reported to Chelmsford City Council. They are sending out a team to look at the tree.

11. Garden of Remembrance

Committee to receive a report on the Garden of Remembrance.

12. Trinity St Marys Nature Walk

Committee to consider a request from the school for a nature walk on the Fen. Request dated Thursday 2nd July 2026. Councillor volunteers required.

13. Fen Report

Committee to receive an update report on the Fen. Attached to agenda.

14. Report to Council

To agree items to report at the next Annual Council meeting on 23rd June 2026.

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 30 June 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.

Detailed Income & Expenditure by Budget Heading 20/05/2026

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
300 Environment General					
4325 Litter & Vegetation Control	0	3,500	3,500		3,500
4328 Tree Works	0	8,000	8,000		8,000
4505 Open Spaces Maintenance	280	3,000	2,720		2,720
4506 Open Spaces Maint. (John Cox)	3,368	13,000	9,632		9,632
4700 Street Furniture & Signage	0	3,000	3,000		3,000
4705 Hanging Baskets	0	13,000	13,000		13,000
4710 Roundabout Sponsorship	0	1,900	1,900		1,900
4720 Fenn Maintenance	339	10,000	9,661		9,661
Environment General :- Indirect Expenditure	3,988	55,400	51,412	0	51,412
Net Expenditure	(3,988)	(55,400)	(51,412)		
310 Garden of Remembrance					
1300 Garden of Remembrance Income	2,307	15,000	12,693		
Garden of Remembrance :- Income	2,307	15,000	12,693		
4010 Water	0	200	200		200
4760 GoR Supplies	866	5,500	4,634		4,634
4765 GoR Maintenance	1,068	6,000	4,932		4,932
4770 GoR Security	0	5,500	5,500		5,500
Garden of Remembrance :- Indirect Expenditure	1,934	17,200	15,266	0	15,266
Net Income over Expenditure	373	(2,200)	(2,573)		
6000 plus Transfer from EMR	150	0	(150)		
Movement to/(from) Gen Reserve	523	(2,200)	(2,723)		
Grand Totals:- Income	2,307	15,000	12,693		
Expenditure	5,922	72,600	66,678	0	66,678
Net Income over Expenditure	(3,615)	(57,600)	(53,985)		
plus Transfer from EMR	150	0	(150)		
Movement to/(from) Gen Reserve	(3,465)	(57,600)	(54,135)		

Planning Differences for Meeting 26th May 2026

There are no planning differences.

Planning Applications To Be Considered at Meeting 26th May 2026

26/05086/TPO	14	The Bight	T10 - Oak - Fell. Reason - Proximity to road and property and tree is diseased.	AS
<i>No previous occasions the site/property has been considered by South Woodham Ferrers Town Council</i>				

26/00488/FUL	155	Hullbridge Road	Single storey front extension.	MS
<i>No previous occasions the site/property has been considered by South Woodham Ferrers Town Council</i>				

26/05089/TPO	13	Elronds Rest	T1 - Kashmir Birch - Reduce crown in height and lateral spread by approximately 2.5m, cutting back to suitable growth points and pruning to balance and shape. Reason: General maintenance to manage the size of the tree and ensure it remains suitable for its location.	AS
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Previous occasions the site/property has been considered by South Woodham Ferrers Town Council

application	house no.	street	application description	Cllr	Decision	Minute	CCC Decision
13/05008/TPO	13	Elronds Rest	T1 Birch in rear garden - remove lowest lateral over pedestrian gateway back to branch collar, re-balance remainder to bring into more natural profile	KM	No objection	EP381.4	Permitted
13/05254/TPO	13	Elronds Rest	T1 Silver Birch - rear garden - remove lowest lateral over pedestrian gate back to branch collar; crown reduction by 1m max cutting to suitable growing points & then crown lift any remaining. This supercedes permission '13/05008/TPO' previously granted, dropper branches to give 2.5m clearance ground level	KM	No objection	EP536.8	Permitted

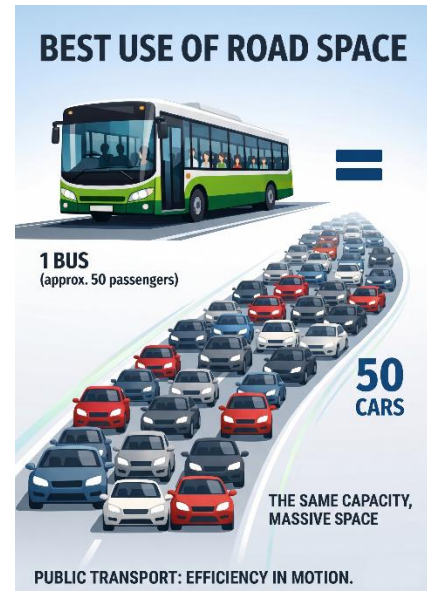
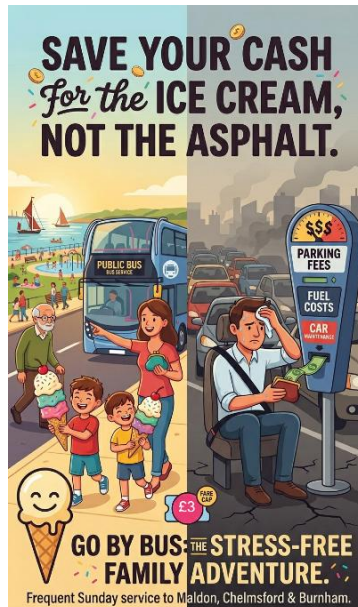
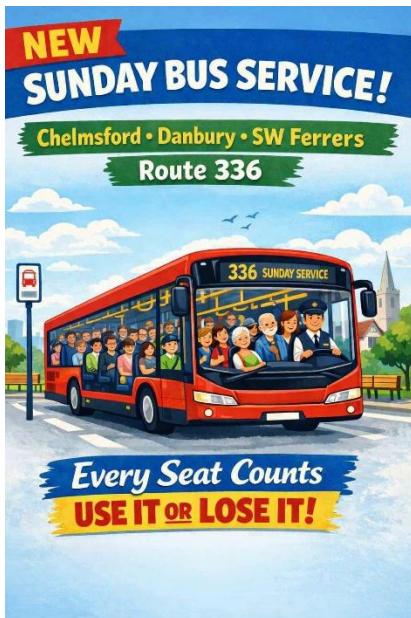
Please note that we are not the Planning Authority for these details please sign up for application alerts in your area from Chelmsford City Council.

Bus 336 Sunday Service.

The contract between Essex County Council and the Town Council for the Sunday 336 bus service has been signed and returned, and are expecting the funding to arrive shortly. We are awaiting the contract from the bus operator First Bus and the payment schedule. It will require the bus operator to register the changes with the traffic commissioner (which can take up to 30 days) and then we will need to fit in with Essex bus Network Changes. The marketing & e-marketing required as part of the tender process, is currently in production and the launch of the newsletter/ sign up for the newsletter will commence shortly. A presentation of the process was attended by Town Council Officers on the 7th May 2026. Quarterly performance reports are to be submitted to Essex County Council, with data from the bus operator and also our own electronic and non-electronic monitoring.

First Bus are happy to do a launch event with councillors/mayor at the start of the operation and a press release, and will assist with publicity. The next opportunity to introduce the new service will be from 26th July 2026, which is a recognised service change date and aligns with other changes that they are making.

Artwork samples for the e-newsletter and publicity,



CHELMSFORD - DANBURY - SOUTH WOODHAM FERRERS

336

Sundays and Public Holidays

Chelmsford, Bus Station	0850	1045	1245	1445	1645	1845	2035
Great Baddow Blue Lion	0858	1057	1257	1457	1657	1857	2043
Danbury, The Griffin	0906	1105	1305	1505	1705	1905	2051
Bicknacre White Swan	0912	1112	1312	1512	1712	1912	2057
South Woodham Rail Station	0921	1121	1321	1521	1721	1921	2106
South Woodham, Broughton Road	0925	1125	1325	1525	1725	1925	2110
South Woodham, Town Centre	0928	1128	1328	1528	1728	1928	2113
South Woodham, Town Centre	0935	1135	1335	1535	1735	1935	
South Woodham, Broughton Road	0938	1138	1338	1538	1738	1938	
South Woodham Rail Station	0942	1142	1342	1542	1742	1942	
Bicknacre White Swan	0952	1152	1352	1552	1752	1952	
Danbury, Eves Corner	0957	1157	1357	1557	1757	1957	
Great Baddow Blue Lion	1007	1207	1407	1607	1807	2007	
Chelmsford, Bus Station	1018	1218	1418	1618	1815	2015	

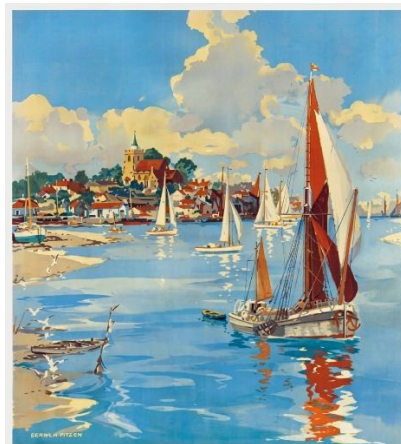
©CC Under Essex County Council Contract

Operated by **first bus**
Supported through funding from



Funded by
UK Government

Timetable information is provided for general guidance only. While every effort is made to ensure accuracy, journey times, routes and service levels may change at short notice due to traffic conditions, operational issues, or decisions made by the bus operator. The Council does not operate bus services and cannot guarantee that any service will run as shown. For the latest operational information, passengers should check directly with the relevant bus operator. The Council accepts no liability for any loss, inconvenience or damage arising from timetable inaccuracies, service delays, cancellations or changes beyond our control.



MALDON

Convenient services from surrounding areas.
Enjoy scenic routes and local charm.
Check online or at local hubs for bus timetables.



SOUTH WOODHAM FERRERS

Convenient services from surrounding areas. Enjoy scenic routes and local charm. Check online or at local hubs for bus timetables.

Agenda item 11 Garden of Remembrance

Letters to heaven post box was well used over the Mother's Day period and during the last few weeks, with around 20 items.

Sample plaques for the Garden of Remembrance Pet area have arrived. Fencing works have been completed, weed treatment is due to be undertaken to the ground, and the new sign will be installed once it arrives. Date to be agreed for launch. Leaflets will be distributed to local vets as well as being available online and at Champions Manor Hall.



Fen Report

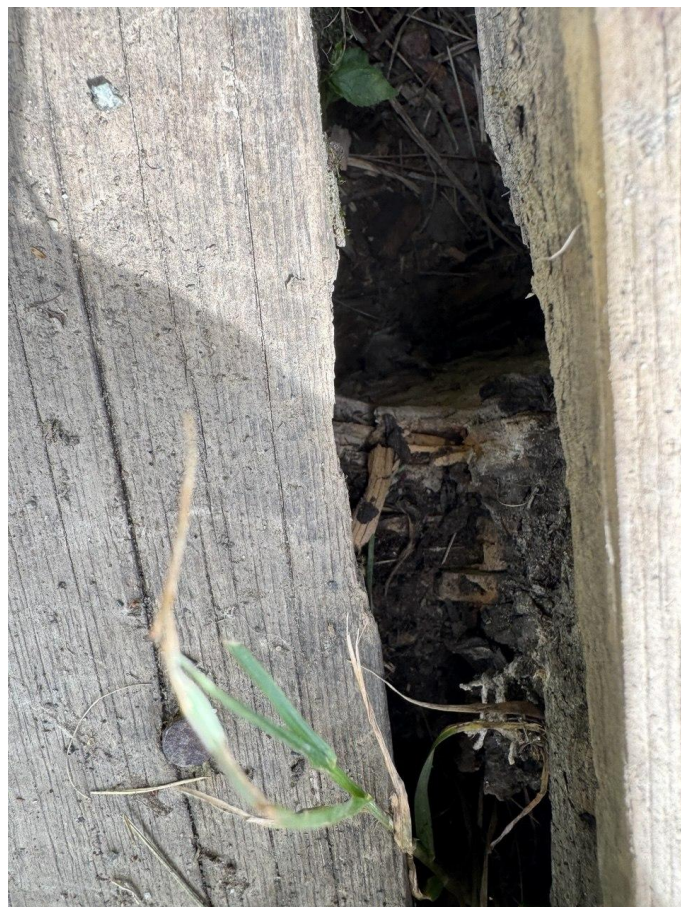
OPM Moth

The Forestry Commission has evidence of Oak Processionary Moth on Woodham Fen, and will be carrying out works to the area on the 31st July 2026, which will include removal, but not spraying, as this is no longer permitted on a SSSI site. Essex Wildlife Trust have put up the required notices.

Fen Report from Essex Wildlife Trust.

I had a walk over at Woodham on Monday (11th May) and a few things I found:

1. The boardwalk next to the steps and bridge has 3 or 4 loose panels that need replacing.



The beam underneath has rotted away .

2. The entrance point opposite Veolia has become loose- post and rail.



3. The edge of the stile is rotten.

